

**DOWNSTATE LOCAL RECORDS COMMISSION**  
**Margaret Cross Norton Building**  
**John Daly Conference Room**  
**Springfield, Illinois**

**MINUTES**

Meeting of March 5, 2019

MEMBERS PRESENT: David Joens, Secretary of State Designee; Carol Reed, Macon County Auditor; Jay Scott, Macon County State's Attorney; Jeff Clarke, Mayor of Pawnee; Ian Hunt, Designee for the Illinois State Historian

MEMBERS ABSENT: None

STAFF PRESENT: Robert C. Boots; Sandra Lucas; Carol J. Moreno; Pamela Waggoner; Sarah R. Harris

STAFF ABSENT: None

GUESTS: None

Mr. Joens called the meeting of the Downstate Local Records Commission to order at 10:00A.M. Mr. Joens asked leave of the body to serve as chairman for the purposes of today's meeting. Leave was granted.

The minutes of the February 5, 2019 meeting of the Downstate Local Records Commission were reviewed by the Commission. Mr. Clarke made the motion to approve the minutes as submitted. Ms. Reed seconded the motion. The motion carried and was approved unanimously.

**OLD BUSINESS:**

Mr. Joens provided an update to the commission regarding the pending appointment request for Ms. Becky T. Edwards to serve as the new Local Records Commission Chairwoman. Mr. Joens said that he has spoken with the governor's office. He also noted that a tour of the Illinois State Archives, Margaret Cross Norton building is still planned once the appointment is complete.

**NEW BUSINESS:**

Mr. Boots said that local governmental agencies have requested an update to the standard retention for the record series title "Personnel Records." Mr. Boots provided a recap of the retention research. He said the proposed retention update includes the addition of one record category:

- Retain all other records and supporting documents within this record series that are not covered under another record series for seven (7) years from date of generation, then dispose of.

Mr. Scott made a motion to approve the update to the standard retention for Personnel Records as submitted. Mr. Clarke seconded the motion. The motion carried and was approved unanimously.

**APPLICATIONS:**

The below listed new applications, add-ons and amendments were discussed. Mr. Hunt made a motion to approve them as submitted. Ms. Reed seconded the motion. The motion carried and was approved unanimously.

**New Applications:**

<u>County</u>	<u>Agency</u>	<u>Application No.</u>	<u>City</u>
Madison	Granite City Treasurer's Office	19:036	Granite City
Knox	Village of Altona	19:037	Altona
Monroe	Monroe County Clerk and Recorder	19:038	Waterloo
McLean	Heyworth Police Department	19:039	Heyworth
Winnebago	Rockton Board of Police and Fire Commissioners	19:040	Rockton
Will	New Lenox Township	19:041	New Lenox
Madison	Bethalto C.U.S.D. #8	19:042	Bethalto
Shelby	Village of Sigel	19:043	Sigel
Alexander	Alexander County Probation Office	19:044	Cairo
Massac	Massac County Probation Office	19:045	Metropolis
Union	Anna-Jonesboro High School District #81	19:046	Anna
Douglas	Douglas County Supervisor of Assessments	19:047	Tuscola
Monroe	Monroe County Sheriff's Department	19:048	Waterloo
Kane	Kane County Office of Community Reinvestment	19:050	Geneva
Clark	Clark Co. Circuit Clerk 5th Judicial Circuit	19:052	
McHenry	McHenry Co. Circuit Clerk 22nd Judicial Circuit	19:053	
McLean	McLean Co. Circuit Clerk 11th Judicial Circuit	19:054	
Pope	Pope Co. Circuit Clerk 1st Judicial Circuit	19:055	
Randolph	Randolph Co. Circuit Clerk 20th Judicial Circuit	19:056	

|

**Add-Ons:**

<u>County</u>	<u>Agency</u>	<u>Application No.</u>	<u>Add-on Item #'s</u>
DuPage	City of Wheaton	07:043	128
Grundy	Minooka Fire Protection District	10:106	86
Kankakee	Bourbonnais Elementary S.D. #53	95:213	78, 79
Lake	Lake Zurich Police Department	18:138	75
LaSalle	Mendota Police Department	14:148	410, 411
Macoupin	Staunton C.U.S.D. #6	02:313	97
Sangamon	Springfield Police Department	12:235	808

**Amendments:**

<u>County</u>	<u>Agency</u>	<u>Application No.</u>	<u>Amendment Item #'s</u>
Lake	Libertyville Township	06:089	102, 105, 109, 116, 118, 129, 200
Iroquois	City of Gilman	06:336	101
LaSalle	Mendota Police Department	14:148	406
McLean	Village of Heyworth	94:170	13

**PUBLIC COMMENT:**

None.

The date of the next meeting of the Downstate Local Records Commission will be Tuesday April 2, 2019 at 10:00 A.M.

**ADJOURNMENT:**

Mr. Clarke made a motion to adjourn. Mr. Scott seconded the motion. The motion carried and was approved unanimously.

Minutes submitted by: Carol J. Moreno, Records Management Section, Local Records Unit.