

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

MINUTES

Meeting of May 1, 2018

MEMBERS PRESENT: Timothy Carlson, Chairman Local Records Commission and Christian County Board Chairman; Carol Reed, Macon County Auditor; Jay Scott, Macon County State's Attorney; Ian Hunt, Designee for the Illinois State Historian; David Joens, Secretary of State Designee; Jeff Clarke, Mayor of Pawnee.

MEMBERS ABSENT:

STAFF PRESENT: Robert Boots, Karen Mizeur, Carol Moreno, Sarah Harris

STAFF ABSENT: Pamela Waggoner

GUESTS:

Mr. Carlson called the meeting of the Downstate Local Records Commission to order at 10:04 A.M

Mr. Scott made the motion to approve the minutes from the April 3, 2018 meeting. Mr. Hunt seconded the motion. The motion carried. Approved unanimously.

OLD BUSINESS:

Mr. Joens spoke on the idea of having a Downstate Local Records Commission meeting at the Christian County Courthouse. He discussed having our July 3rd meeting there. Mr. Carlson will inquire into the availability of a room to host the meeting. This will be discussed further at the June meeting.

Mr. Joens ask the members if there would be an issue if we were to move the meeting time to 10:15 from 10:00 AM. The emergency system is tested at 10:00 on meeting days and the meeting is halted until the testing is complete. This will be put on the agenda for the June meeting and discussed further.

Mr. Joens stated that there is no pressing legislation that he is aware of in the Legislature at this time that affects the Downstate Local Records Commission or the Local Records Act.

NEW BUSINESS:

APPLICATIONS:

County	Agency	Application #	City
Madison	Glen Carbon Fire Protection District	18:074	Glen Carbon
Lake	Grayslake Fire Protection District Board Of Fire Commissioners	18:075	Grayslake
Lake	Lake County Public Works	18:076	Libertyville

Madison	Village of Maryville	18:077	Maryville
White	White Country Clerk and Recorder	18:078	Carmi
Kane	Village of Elburn	18:079	Elburn
Madison	Roxana CUSD #1	18:080	Roxana
Randolph	Village of Steeleville	18:081	Steeleville
Sangamon	Pleasant Plains Police Department	18:082	Pleasant Plains
DeKalb	Hinckley Big Rock C.U.S.D.	18:083	Hinckley
Grundy	Grundy Co. Circuit Clerk 13 th Judicial Circuit	18:084	
Henry	Henry Co. Circuit Clerk 14 th Judicial Circuit	18:085	
Iroquois	Iroquois Co. Circuit Clerk 21 st Judicial Circuit	18:086	
Knox	Knox Co. Circuit Clerk 9 th Judicial Circuit	18:087	
Knox	Knox Co. Circuit Clerk 9 th Judicial Circuit	18:088	
McLean	McLean Co. Circuit Clerk 11 th Judicial Circuit	18:089	

ADD-ONS:

<u>County</u>	<u>Agency</u>	<u>Application #</u>	<u>Add-on Items</u>
DuPage	DuPage County Housing Authority	13:172	43-45
Franklin	Franklin County Clerk and Recorder	15:217	116
Fulton	Fulton County Treasurer	88:143	56-58
Lake	19 th Judicial Circuit Court	92:007	45
Lake	Lincolnshire-Riverwoods Fire Protection District	05:306	68
Lake	Waukegan Police Department	04:287	84
Madison	City of Edwardsville	88:152	62-64
Madison	Granite City Clerk	96:289	29
McLean	McLean Co. State's Attorney Office	87:027	26-30
St. Clair	City of Fairview Heights	16:246	514
Tazewell	Tazewell County Sheriff	08:369	517, 518, 519
Tazewell	Village of Minier	10:170	123-126, 618
Will	Frankfort School District #157C	18:003	93-102

AMENDMENTS:

<u>County</u>	<u>Agency</u>	<u>Application</u>	<u>Amendment Item #</u>
Lake	Waukegan Police Department	04:287	24, 27, 28, 32, 38, 41, 45, 56
Tazewell	Tazewell County Sheriff	08:369	304
Tazewell	Village of Minier	10:170	112, 115, 116

Mr. Clarke made a motion to approve the applications, add-ons, and amendments as presented. Ms. Reed seconded the motion. The motion carried unanimously.

Public Comment: Mr. Boots introduced Sarah Harris. She is an intern at Archives working in Records Management.

The date of the next meeting of the Downstate Local Records Commission will be Tuesday, June 5, 2018 at 10:00 a.m.

Mr. Clarke made a motion to adjourn. Mr. Hunt seconded the motion. The motion carried. Approved unanimously.

Minutes submitted by: Karen Mizeur, Records Management Section, Local Records Unit.