

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

MINUTES

Meeting of November 7, 2018

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

MEMBERS ABSENT: Ian Hunt, Designee for the Illinois State Historian

STAFF PRESENT: Robert Boots, Pamela Waggoner, Karen Mizeur.

STAFF ABSENT:

GUESTS:

Mr. Carlson called the meeting of the Downstate Local Records Commission to order at 10:02 A.M.

Ms. Reed made the motion to approve the minutes from the October 2, 2018 meeting. Mr. Scott seconded the motion. The motion carried. Motion approved unanimously.

OLD BUSINESS:
None

NEW BUSINESS: Mr. Boots presented a Retention Research. It is for the Records Series Title *ADULT/JUVENILE ARREST CASE FILES*. Mr. Boots explained the two categories of records to be added to the current retention. After a brief discussion Mr. Joens made a motion to approve the retention. Mr. Clarke seconded the motion. Motion approved unanimously.

APPLICATIONS:

<u>County</u>	<u>Agency</u>	<u>Application #</u>	<u>City</u>
Franklin	Franklin Co. 2nd Circuit Court Services	18:168	Benton
Kane	Elburn and Countryside Fire Protection District	18:169	Elburn
DuPage	Tri-States Fire Protection Dist.	18:170	Darien
St. Clair	Harmony Emge School Dist. #175	18:171	Belleville
McHenry	McHenry County Department of Probation and Court Services	18:172	Woodstock
Moultrie	Moultrie County State's Attorney	18:173	Sullivan
Jefferson	Rend Lake College	18:174	Ina
Grundy	Grundy County Highway Department	18:175	Morris
LaSalle	Dimmick Township	18:176	LaSalle
Iroquois	Chebance, Ashkum, Milks Grove Multi-Assessment District	18:177	Ashkum
Champaign	Mahomet Public Library District	18:178	Mahomet
DeKalb	City of Sycamore	18:179	Sycamore
Marion	South Central Community Unit School District #401	18:180	Kinmundy
Effingham	Effingham County Soil & Water Conservation Dist.	18:181	Effingham
Fulton	Fulton Co. Circuit Clerk 9th Judicial Circuit	18:182	
Lake	Lake Co. Circuit Clerk 19th Judicial Circuit	18:183	
LaSalle	LaSalle Co. Circuit Clerk 13th Judicial Circuit	18:184	
LaSalle	LaSalle Co. Circuit Clerk 13th Judicial Circuit	18:185	
Lasalle	LaSalle Co. Circuit Clerk 13th Judicial Circuit	18:186	
LaSalle	LaSalle Co. Circuit Clerk 13th Judicial Circuit	18:187	
McLean	McLean Co. Circuit Clerk 11th Judicial Circuit	18:188	
McLean	McLean Co. Circuit Clerk 11th Judicial Circuit	18:189	
Perry	Perry Co. Circuit Clerk 20th Judicial Circuit	18:190	
Will	Will Co. Circuit Clerk 20th Judicial Circuit	18:191	

ADD-ONS:

<u>County</u>	<u>Agency</u>	<u>Application #</u>	<u>Add-on Items</u>
Champaign	Champaign County Sheriff	13:052	315, 316, 317
Champaign	Village of Mahomet	94:174	51
DuPage	Wayne Township Offices	05:106	148
Grundy	Village of Carbon Hill	02:276	41, 42, 43
Grundy	Village of Coal City	07:339	110
Kane	Campton Hills Fire and Police Commission	08:352	14
Kane	Campton Hills Police Department	08:284	38
Kane	Village of Campton Hills	11:146	71
Lake	Lake County Regional Office of Education	00:214	50-53
Lake	Village of Lincolnshire	17:001	115-121
Macon	Village of Forsythe	04:026	409
McHenry	McHenry County Auditor	06:260	12
McHenry	McHenry County Conservation District	06:317	824-829
McHenry	McHenry County Treasurer	08:162	36
Montgomery	Litchfield Public Library District	98:229	32
Pulaski	Pulaski-Alexander Soil and Water Conservation District	06:297	25-28
Will	City Of Crest Hill Police Dept.	87:137	44-47

AMENDMENTS:

<u>County</u>	<u>Agency</u>	<u>Application</u>	<u>Amendment Item #</u>
Macon	Village of Forsyth	04:026	113
Madison	Village of Glen Carbon	06:229	225
McHenry	McHenry County Auditor	06:260	2
Pulaski	Pulaski-Alexander Soil and Water Conservation District	06:297	15
Grundy	Village of Coal City	07:339	110
Lake	Lake County Forest Preserve District	11:189	91
Lake	Village of Lincolnshire	17:001	6, 54, 94
Marion	Patoka School District	18:032	103

Mr. Joens pointed out that there isn't much from Northwestern Illinois because our Field Rep is out of the office right now. He is due to return shortly. We now have a new Field Rep in the East Central part of Illinois. Mr. Clarke made a motion to approve the applications, add-ons, and amendments as presented. Mr. Scott seconded the motion. The motion carried unanimously.

Mr. Joens thank Mr. Carlson for his dedication and service for serving as Chairman for the Local Records Commission. A new chairman will be decided upon in December.

Public Comment: There was no public comment.

The date of the next meeting of the Downstate Local Records Commission will be Tuesday, December 4, 2018 at 10:00 a.m.

Mr. Joens made a motion to adjourn. Mr. Clarke seconded the motion. The motion carried. Motion approved unanimously.

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