

LOCAL RECORDS COMMISSION OF COOK COUNTY
Chicago, Illinois

Minutes
February 8, 2011

The meeting was held in the State of Illinois Video Conferencing Centers in Springfield and Chicago. The meeting was called to order at 11:08 A.M. by Chair Martha Martinez.

CHICAGO SITE:

Members Present: Martha Martinez, Chair; Greta Bever, for Mary Dempsey, Mayor of Chicago designee; and Connie Kravitz, Cook County Comptroller

Members Absent: Kathy McKee, Cook County State's Attorney's designee

Staff Present: Jean Hynes, Illinois State Archives

Staff Absent: None

Guests: None

SPRINGFIELD SITE:

Members Present: Brenda Glahn, designee for the Office of the Secretary of State ; and Gary Stockton, designee for Thomas F. Schwartz, Illinois State Historian

Staff Present: Gloria Huston, Archival Program Administrator, Illinois State Archives; and Pat Sriner, Illinois State Archives

Staff Absent: Bob Boots, Illinois State Archives

The minutes of the December 14, 2010 meeting of the Local Records Commission of Cook County were reviewed by the Commission. Greta Bever made a motion to accept the minutes as submitted and Gary Stockton seconded the motion. The motion carried.

Note: The January 11, 2011 meeting was cancelled due to no new or old business.

OLD BUSINESS: None

NEW BUSINESS:

[Proposed change in retention period for "Miscellaneous Incident Reports – No Arrest" Cook County, Application 11:003C, Item #225 – Kenilworth Police Department. The current retention period for all Incident Reports is "Retain for two \(2\) years, then dispose of."](#)

The Records Management Section recommended the following retention period be approved in those cases where no arrest is made: "Retain reports where a minor or person under legal disability is involved for two (2) years after the minor reaches legal age or the disability is removed, then dispose of. Retain all other reports for four (4) years from the date of incident, then dispose of."

Gloria Huston stated that she received no comments on this from Kathy McKee prior to the meeting; however, SOS Legal Counsel, Brenda Glahn, mentioned that this citation may not be applicable to this situation as it makes reference to patient care.

Greta Bever then made a motion to defer the proposed retention period for these records until the next month's meeting. Gary Stockton seconded the motion. The motion carried.

[Proposed Retention Period for "In-Car-Video Camera and Audio Recordings" – Cook County, Application 11:003C, Item #238 – Kenilworth Police Department.](#)

Gloria Huston stated that currently the retention period for any tapes maintained by Police Departments is "Retain tapes where no litigation is pending for seven (7) days, then dispose of. Retain tapes where litigation is pending for thirty (30) days after after closure of case, then dispose of." Gloria Huston stated the officer makes a stop and may not issue a ticket, but the incident is still recorded.

Brenda Glahn asked if the proposed retention period was to retain the tapes for ninety (90) days unless it become part of a case, then the tapes are to be retained until an order from the Court is entered, but in no case less than ten (10) years. .

Greta Bever made the motion to accept the proposed retention as submitted. Connie Kravitz seconded the motion. The motion carried.

Brenda Glahn noted that there is a typo in the description of the previous Retention Research Sheet and that "abandoned" has an extra "d" in it.

[Proposed Retention Period for "Investigation and/or Interrogation Video and/or Audio Recordings and Documentation Requirements used in an Investigation and/or Interrogation" – Cook County, Application 11:003C, Item #238 – Kenilworth Police Department.](#)

Gloria Huston said that she and Jean Hynes had been debating this last item as to whether or not the "Local Records Act" would actually apply to all these recordings as some of them may become evidence. Videos and audio recordings made during an investigation or an interrogation that become evidence are subject to the Chain of Evidence Law. Jean Hynes called the Supreme Court Librarian, the Kenilworth Police Department, and the IL Attorney General's Office, but has not heard back from any of these agencies with regard to this issue. Ms Huston said she would prefer to defer it until this matter is clarified.

Greta Bever made the motion to defer this proposed retention period to the next meeting. Gary Stockton seconded the motion. The motion carried.

The following Applications/Add-ons/Amendments were presented for approval.

Applications:

11:001C – Cook Co. Office of Contract Compliance (Chicago). Greta Bever made the motion to accept the application as submitted. Gary Stockton seconded the motion. The motion carried.

11:002C – McCook Fire Dept. (McCook). Gary Stockton made the motion to accept the application as submitted. Brenda Glahn seconded the motion. The motion carried.

11:003C – Kenilworth Police Dept. (Kenilworth). Greta Bever made the motion to accept the application excluding the Items #225 and #238, which were deferred to next month's meeting. Gary Stockton seconded the motion with the exceptions noted. The motion carried.

Add-Ons:

01:036C – Board of Education of Chicago (Chicago). Brenda Glahn made the motion to accept the addition of Items #1026-1032, 2733-2736, 4017, 4624, 6017, 9012-9014, and 9200. Greta Bever seconded the motion. The motion carried.

03:002C – Metropolitan Water Reclamation District of Greater Chicago (Chicago). Brenda Glahn made the motion to accept the addition of Items #245 and 304 and the amendments of Items #102, 400, 500, 600, 700, 701, 800, 900, 901, 1000, 1102, 1200, 1300 1403, 1501, 1601, 1800, 2000, 2201, 2400, 2800, 3100. Greta Bever seconded the motion. The motion carried.

07:018C – Chicago Executive Airport (Wheeling). Gary Stockton made the motion to accept the addition of Item #48. Brenda Glahn seconded the motion. The motion carried.

99:004C – Mt. Prospect Board of Fire and Police Commissioners (Mt. Prospect). Greta Bever made the motion to accept the addition of Item #13 and the amendment of Item #3. Gary Stockton seconded the motion. The motion carried.

The date of the next meeting of the Local Records Commission of Cook County is scheduled for [Tuesday, March 8, 2011](#) at 11:00 a.m. at the Illinois Department of Central Management Services Chicago Video Conference Center located in Room 9-036 of the James R. Thompson Center and the Springfield Video Conference Center located at 130 West Mason.

ADJOURNMENT:

Connie Kravitz moved that the meeting adjourn and Greta Bever seconded the motion. The meeting adjourned at 11:32 A.M.

Minutes submitted by: Pat Sriner, Records Management Unit