

LOCAL RECORDS COMMISSION OF COOK COUNTY
Chicago, Illinois

Minutes
May 10, 2011

The meeting was held in the State of Illinois Video Conferencing Centers in Springfield and Chicago. The meeting was called to order at 11:00 A.M. by Chair Martha Martinez.

CHICAGO SITE:

Members Present: Martha Martinez, Chair; Greta Bever, for Mary Dempsey, Mayor of Chicago designee; Dave Joens, Director of State Archives and designee for the Office of the Secretary of State; Connie Kravitz, Cook County Comptroller; and Kathy McKee, Cook County State's Attorney's designee.

Members Absent: None

Staff Present: Jean Hynes, Illinois State Archives

Staff Absent: None

Guests: None

SPRINGFIELD SITE:

Members Present: 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: None

The minutes of the April 12, 2011 meeting of the Local Records Commission of Cook County were reviewed by the Commission. Dave Joens made a motion to accept the minutes as submitted and Kathy McKee seconded the motion. The motion carried.

OLD BUSINESS: None

NEW BUSINESS:

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

Applications:

11:010C – Bartlett Fire Protection Dist. (Bartlett). Greta Bever made the motion to accept the application as submitted. Kathy McKee seconded the motion. The motion carried.

Dave Joens, inquired as to why on Application 11:010C, Item # 80 – “S.C.B.A./Mask Fit Records and Harness Fit Records” the retention period was thirty (30) years for an injured firefighter, but was only two (2) years after the death of a firefighter. Gloria Huston stated, the Statute of Limitations was two (2) years to file any civil action. A firefighter could sustain

an injury with unknown consequences and they could file a suit within two (2) years of their becoming aware that the injury might be responsible for current health issues.

11:011C – Park Forest-Chicago Heights School Dist. #163. (Park Forest). Gary Stockton made the motion to accept the application as submitted. Dave Joens seconded the motion. The motion carried.

Dave Joens inquired the following acronyms used within the Record Series Titles:

- (1) “ESR” in Items #44 and #45. Jean Hynes said this is an acronym for, Education Service Region.
- (2) “HEW” in Item #61. Jean Hynes said HEW stands for, Health ,Education, & Welfare.
- (3) “TEFRA” Records in the title of Item #137. Jean Hynes said EFRA is the Tax Equity and Fiscal Responsibility Act.

11:012C – Clerk of the Appellate Court, 2nd District (Elgin). Dave Joens made the motion to accept the application as submitted. Gary Stockton seconded the motion. The motion carried.

Dave Joens asked what the process is for the Appellate Court Applications. Gloria Huston said that the cover letter is submitted to the Commission from the Administrative Office of the Illinois Courts, and the Request for Permission to Destroy Records comes the Judicial District requesting permission to dispose of records. Dr. Joens said then this is the schedule for disposals? Ms. Huston said “yes”.

11:014C – Cook Co. Office of the Chief Judge Parentage and Child Support Court (Chicago). Greta Bever made the motion to accept the application as submitted. Kathy McKee seconded the motion. The motion carried.

Add-Ons:

01:004C – Leyden High School Dist. #212 (Franklin Park). Dave Joens made the motion to accept the addition of Item #156 as submitted. Kathy McKee seconded the motion. The motion carried.

Amendments: None

The date of the next meeting of the Local Records Commission of Cook County is scheduled for [Tuesday, June 14, 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:

Gary Stockton moved that the meeting adjourn and Dave Joens seconded the motion. The meeting adjourned at 11:13 A.M.

Minutes submitted by: Pat Sriner, Records Management Unit