

**LOCAL RECORDS COMMISSION OF COOK COUNTY**  
**Chicago, Illinois**

Minutes  
June 14, 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; and Greta Bever, for Mary Dempsey, Mayor of Chicago designee

Members Absent: Connie Kravitz, Cook County Comptroller; and 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: Dave Joens, Director of State Archives and 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: None

The minutes of the May 10, 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 Greta Bever seconded the motion. The motion carried.

**OLD BUSINESS: None**

**NEW BUSINESS:**

The first order of business was the proposed change in the retention period for U.S. Immigration and Naturalization Service I-9 Forms - Employment Eligibility Verification Forms. Gloria Huston stated that all employees (citizens and non-citizens) hired after November 1986 must submit this form to their employer verifying that they are authorized to work in the United States. This form must be completed no later than the time of hire.

The current retention period approved by the Commission is “If person is employed less than three (3) years, retain for three (3) years after the date of hire. If person is employed three (3) years or longer retain for one (1) year after termination of employment, then dispose of.” The current recommendation was taken from the Code of Federal Regulations which has since been amended to require that these records be maintained as follows: “Retain for three (3) years after date of hire, or one (1) year following termination of employment, whichever is later then dispose of.”

These records were submitted by the Leyden Township High School District in Cook County on Application #01:004C, Item #147.

Greta Bever made the motion to accept the proposed change in retention as submitted. Gary Stockton seconded the motion. The motion carried.

The following applications, add-on's, and amendments were presented for approval.

**Applications:**

11:013C – Bartlett Firefighters Pension Fund (Bartlett). Greta Bever made the motion to accept the application as submitted. Gary Stockton seconded the motion. The motion carried.

11:015C – Norridge Board of Fire and Police Commissioners (Norridge). Greta Bever made the motion to accept the application as submitted. Dave Joens seconded the motion. The motion carried.

11:016C – Clerk of Appellate Court, 1<sup>st</sup> District (Chicago). Dave Joens made the motion to accept the application as submitted. Greta Bever seconded the motion. The motion carried.

11:017C – Prairie Trails Public Library District (Burbank). Greta Bever made the motion to accept the application as submitted. Dave Joens 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 #157 and the amendment of Item # 147 as submitted. Greta Bever seconded the motion. The motion carried.

06:017C – Melrose Park Police Dept. (Melrose Park). Gary Stockton made the motion to accept the addition of Item #81 as submitted. Dave Joens seconded the motion. The motion carried.

08:022C – Wheeling C.C.S.D. #21 (Wheeling). Greta Bever made the motion to accept the addition of Items #99 -107 as submitted. Dave Joens seconded the motion. The motion carried.

**Amendments:**

94:021C – Hanover Twp. Offices (Bartlett). Dave Joens made the motion to accept the addition of Items #1.4, 2.26, 3.26, 3.29, 4.2, 5.1, 5.19, 5.20, 6.1, 6.25, 7.1, and 7.16 as submitted. Greta Bever seconded the motion. The motion carried.

11:011C – Park Forest-Chicago Heights School Dist. #163 (Chicago Heights). Dave Joens made the motion to accept the addition of Item #38 as submitted. Greta Bever seconded the motion. The motion carried.

The date of the next meeting of the Local Records Commission of Cook County is scheduled for [Tuesday, July 12, 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:**

Dave Joens moved that the meeting adjourn and Gary Stockton seconded the motion. The meeting adjourned at 11:15 A.M.

Minutes submitted by: Pat Sriner, Records Management Unit