

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

Minutes  
September 13, 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 Martha Martinez.

**CHICAGO SITE:**

Members Present: Martha Martinez, Chair; Greta Bever, for Mary Dempsey, Mayor of Chicago designee; and Kathy McKee, Cook County State's Attorney's designee

Members Absent: Connie Kravitz, Cook County Comptroller

Staff Present: Jean Hynes, Illinois State Archives

Staff Absent: None

Guests: None

**SPRINGFIELD SITE:**

Members Present: Dave Joens, Director of State Archives, designee for Jesse White, Secretary of State

Members Absent: Gary Stockton, designee for the Illinois State Historian

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

Staff Absent: None

Guests: None

The minutes of the August 9, 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:**

House Bill 1948 – Video Camera Surveillance Bill: Gloria Huston explained that she learned about this bill from an Attorney who represents several park districts in Cook County. Her concern deals with the language on line 18 of page 1 which mentions that state and local government agencies must post their: “(B) minimal retention policies and (C) editing policies” by December 31, 2012 and each December 1 thereafter. Agencies that own a camera or a number of cameras must submit a form with information regarding the aforementioned as well as the number of cameras each agency owns or has access to, to the Illinois Criminal Justice Information Authority. The Authority must then post this information on their official internet website. The issue of concern is that the bill does not make any reference to agencies being required to comply with either the State Records Act or the Local Records Act and implies that agencies can decide on their own how long they must retain the tapes. Ms. Huston said she discussed this issue with Mr. Junaid Afeef, an attorney with the IL Criminal Justice Information Authority and they discussed the possibility of perhaps putting a link to our webpage on their site as well whenever they start posting the required information. She will report back to the Commission on any further developments regarding this issue.

Dave Joens, Director of the IL State Archives stated the bill was sent to the Governor’s Office on an Amendatory Veto. He has brought this issue to the attention of the Secretary of State Legislative Liaison’s Office and they are aware of our concerns.

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

### **Applications:**

11:023C – Oak Lawn Fire Dept. (Oak Lawn). Greta Bever made the motion to accept the application as submitted. Dave Joens seconded the motion. The motion carried.

11:024C – Golf School Dist. #67 (Morton Grove). Greta Bever made the motion to accept the application as submitted. Kathy McKee seconded the motion. The motion carried.

### **Add-Ons:**

95:005C – Northbrook Public Library (Northbrook). Dave Joens made the motion to accept the addition of Item #74 as submitted. Greta Bever seconded the motion. The motion carried.

00:017C – Village of Forest Park (Forest Park). Dave Joens made the motion to accept the addition of Item #100 as submitted. Greta Bever seconded the motion. The motion carried.

**Amendments:**

93:012C – William Rainey Harper College (Palatine). Gloria Huston asked that the recommendation for item 226 (Student Health Records) be changed from “Retain for five (5) years after graduation or date of last attendance” to “Retain for six (6) years after graduation or date of last attendance”. She stated one of the HIPPA regulations requires that providers retain a list of any information they give out about patient care for six years, and she recommended that this retention be amended to provide for the preservation of the health records for six (6) years as well. Greta Bever made the motion to accept the amendment of Item #226 as amended. Dave Joens seconded the motion. The motion carried.

The date of the next meeting of the Local Records Commission of Cook County is scheduled for [Tuesday, October 11, 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 Kathy McKee seconded the motion. The motion carried. The meeting adjourned at 11:15 AM.

Minutes submitted by: Pat Sriner, Records Management Unit