

LOCAL RECORDS COMMISSION OF COOK COUNTY
Chicago, Illinois

Minutes
December 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 11:10 A.M. by Martha Martinez.

CHICAGO SITE:

Members Present: Martha Martinez, Chair; and Kathy McKee, Cook County State's Attorney's designee;

Members Absent: Greta Bever, for Mary Dempsey, Mayor of Chicago, and Takashi Reinbold, Acting Director Cook County Comptroller's Office

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; and Gary Stockton, designee for the Illinois State Historian

Members Absent: None

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

Staff Absent: None

Guests: None

The minutes of the November 8, 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:

2012 Calendar of Local Records Commission of Cook County Meeting Dates was distributed to Commission Members.

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

New Applications:

11:029C – Village of Schaumburg (Schaumburg). Dave Joens made a motion to accept the application as submitted. Kathy McKee seconded the motion. The motion carried. Director Joens asked Local Records Unit field representative Jean Hynes if the Schaumburg and Arlington Heights applications were prepared by her or Steve Colaizzi. She said Steve Colaizzi prepared both applications.

11:030C – R.T.A. (Regional Transportation Authority (Chicago)). Dave Joens made the motion to accept the application as submitted. Kathy McKee seconded the motion. Dave Joens noted that on Item #110 that the earliest date for this record series indicated that the series (Rules and Regulations) dated back to 1907. He thought perhaps 1907 was a typo and asked that staff review the worksheets and correct the date if “1907” was incorrect. Pat Sriner said she would review the worksheets and see that the application reflected the correct date before the approved application is sent to the agency. The motion carried.

11:031C – Village of Arlington Heights (Arlington Heights). Dave Joens made the motion to accept the application as submitted. Kathy McKee seconded the motion. The motion carried.

Add-Ons:

00:024C – Village of Tinley Park (Tinley Park). Dave Joens made the motion to accept the addition of Item #123 as submitted. Kathy McKee seconded the motion. The motion carried.

07:020C – Westchester Park Dist. (Westchester). Dave Joens made the motion to accept the addition of Item #86 as submitted. Kathy McKee seconded the motion. Dave Joens asked if seven years was standard for the retention of credit card slips. Gloria Huston said yes. The motion carried.

10:007C – Northlake Police Dept. (Northlake). Dave Joens made the motion to accept the addition of Items #123 and 443. Gary Stockton seconded the motion. The motion carried.

10:009C – City of Rolling Meadows (Rolling Meadows). Dave Joens made the motion to accept the addition of Item #80 as submitted. Gary Stockton seconded the motion. The motion carried.

06:032C – Village of Matteson (Matteson). Gary Stockton made the motion to accept the addition of Item #159 as submitted. Kathy McKee seconded the motion. Dave Joens asked, who is doing the foreclosure notices? Ms. Huston said Senate Bill 268 ensures that municipalities will receive foreclosure notifications and can file a lien on certain abandoned property for costs associated with removing specified nuisances. Jean Hynes said sometimes law enforcement agencies are also requested to check on properties in foreclosure. The motion carried.

Amendments: None

The date of the next meeting of the Local Records Commission of Cook County is scheduled for [Tuesday, January 10, 2012](#) 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 11:20 AM.

Minutes submitted by: Pat Sriner, Records Management Unit