

DOWNSTATE LOCAL RECORDS COMMISSION
Margaret Cross Norton Building
Conference Room – 2nd Floor
Springfield, Illinois

MINUTES

Meeting of January 4, 2011

MEMBERS PRESENT: John Curtin, Chairman Local Records Commission and Christian County Board Chairman; Jack Ahola, Macon County State's Attorney; Dave Joens, representative of the Secretary of State; Patty Sprague, St. Clair County Auditor (via conference call); Gary Stockton, State Historian Designee; and Robert Walters, Mayor of Beardstown

MEMBERS ABSENT: None

STAFF PRESENT: Gloria Huston, Bob Boots, Sheila Cowles, Rheta Miller, Wanda Schmidgall, Pat Sriner, and Steve Whitlow.

STAFF ABSENT: None

GUESTS: None

Chairman John Curtin called the meeting of the Downstate Local Records Commission to order at 10:05 AM.

A motion was made by Jack Ahola and seconded by Bob Walters to accept the December 7, 2010 minutes as submitted.

OLD BUSINESS: None

NEW BUSINESS:

The first order of business was the proposed retention period for "[Public Performance/Motion Picture License](#)" records. These records were submitted by the Frankfort Public Library District in Will County on Application 11:008, Item #63. Gloria Huston stated that this comes under the Federal Copyright Act which governs how copyrighted materials may be used. Three major firms issue the licenses, which expire on an annual basis; therefore, the proposed retention is one year after expiration. Dave Joens made the motion to accept the retention as submitted, "[Retain for one year after expiration, then dispose of.](#)" Bob Walters seconded the motion. The motion carried.

The next order of business was the proposed retention period for "[Distribution System Materials Inventory Reports](#)". These records were submitted by Village of Sherrard in Mercer County on Application #11:006, Item No. 1105. Gloria Huston stated that this comes under the Division of

Public Water Supplies of the Illinois EPA, Illinois Pollution Control Board rules on inventory of metals and other materials, along with components such as valves, elbow pipes, etc. that compose the water distribution system. Illinois EPA suggests communications relating to the system must be kept for a period of not less than ten (10) years. Dave Joens asked if there are other agencies that have the 5-year retention, which is our current retention. Gloria Huston said, yes. Dr. Joens asked what will be done with those. Ms. Huston said that when the field representative does a review on an agency’s application or if the agency submits a disposal, an amendment will be made at that time. Jack Ahola made the motion to accept the proposal as submitted, “Retain for ten (10) years, then dispose of.” Dave Joens seconded the motion. The motion carried.

The next item was the proposed retention period for “Lead and Copper Sampling Plans and Lists of Monitor Sites”. These records were submitted by Village of Sherrard in Mercer County on Application #11:006, Item No. 1110. Ms. Huston stated this is a new retention proposed for 5 years following discontinuation of testing or until superseded by new plan. John Curtin asked if this is ruled by the Illinois Pollution Control Board. Gloria Huston said yes. Gary Stockton made a motion to accept the proposed retention as submitted, “Retain for five (5) years following discontinuation of testing or until superseded by new plan, then dispose of.” Jack Ahola seconded the motion. The motion carried.

The following new applications, add-ons, and amendments were accepted as submitted. The motion was made by Bob Walters and seconded by Dave Joens. The motion carried.

NEW APPLICATIONS:

<u>County</u>	<u>Agency</u>	<u>Application No.</u>	<u>City</u>
Macoupin	City of Carlinville	11:001	Carlinville
Montgomery	City of Litchfield	11:002	Litchfield
Henry	Henry Co. Administrator	11:003	Cambridge
McLean	Normal Twp.	11:004	Normal
DuPage	York Twp.	11:005	Lombard
Mercer	Village of Sherrard	11:006	Sherrard
Kane	Fox Valley Park Dist.	11:007	Aurora
Will	Frankfort Public Library Dist.	11:008	Frankfort
Clinton	Clinton Co. Circuit Clerk 4th Judicial Circuit	11:009	

Edwards	Edwards Co. Circuit Clerk 2nd Judicial Circuit	11:010
Grundy	Grundy Co. Circuit Clerk 13th Judicial Circuit	11:011
Grundy	Grundy Co. Circuit Clerk 13th Judicial Circuit	11:012
Macoupin	Macoupin Co. Circuit Clerk 7th Judicial Circuit	11:013
Tazewell	Tazewell Co. Circuit Clerk 10th Judicial Circuit	11:014
Vermilion	Vermilion Co. Circuit Clerk 5th Judicial Circuit	11:015
Will	Will Co. Circuit Clerk 12th Judicial Circuit	11:016

ADD-ONS:

<u>County</u>	<u>Agency</u>	<u>Application #</u>	<u>Add-on Item #'s</u>
Boone	Boone Co. Health Dept.	85:085	59
DeKalb	Sycamore Fire Dept.	99:185	55 - 61
Kane	Elgin Police Dept.	04:158	57
Knox	City of Knoxville	01:157	261 - 265
Lake	Fremont School Dist. #79	04:303	74 - 86
Lake	Village of Wadsworth	98:202	53 - 55
Madison	Madison Co. Region II Special Education Coop	01:250	33 - 47
Morgan	Morgan Co. Clerk & Recorder	88:079	187
Peoria	Peoria City Finance Dept.	10:031	109 and 210

AMENDMENTS:

<u>County</u>	<u>Agency</u>	<u>Application #</u>	<u>Amendment Item #'s</u>
Adams	Adams Co. Supervisor of Assessments	89:293	40
Boone	Boone Co. Health Dept.	85:085	1, 4, 17, and 18
DeKalb	Sycamore Fire Dept.	99:185	7, 12, 33, and 39
DuPage	College of DuPage	81:286	67
Ford	Gibson City, Melvin, Sibley CUSD #5	95:073	2, 3, 10, 30, 45, 55, 93, 97, and 107
Knox	City of Knoxville	01:157	5, 7, 32, 50-1, 62, 77, 82-3, 101, 103, 114-16, 120, 124, 126, 129, 146, 155, 165, 172, 182, 187, 199, 201, 214, 226, 238-41, 247, and 255
Lake	Fremont School Dist. #79	04:303	3
Lake	Village of Wadsworth	98:202	2, 4, 31, 43, and 49
Madison	Village of Pontoon Beach	00:066	89
Vermilion	Danville Police Dept.	92:122	8

Date of the next meeting of the Downstate Local Records Commission is Tuesday, February 1, 2011. John Curtin stated he will not be present at the February nor March meetings.

Dave Joens mentioned that the minutes of the Local Records Commission meetings will now be posted online within 7-10 days.

Jack Ahola made a motion to adjourn and Bob Walters seconded that motion. The meeting adjourned at 10:16 A.M.

Minutes submitted by: Pat Sriner, Archives' Local Records Unit Secretary