

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

MINUTES

Meeting of January 3, 2012

MEMBERS PRESENT: Paul Schmitz, Chairman Local Records Commission and Christian County Board Chairman; Jack Ahola, Macon County State's Attorney; Dave Joens, representative of the Secretary of State; and Gary Stockton, State Historian Designee

MEMBERS ABSENT: Patty Sprague, St. Clair County Auditor and Robert Walters, Mayor of Beardstown

STAFF PRESENT: Gloria Huston, Sheila Cowles, Rheta Miller, Wanda Schmidgall, and Pat Sriner

STAFF ABSENT: Steve Whitlow

GUESTS: None

Chairman Paul Schmitz called the meeting of the Downstate Local Records Commission to order at 10:00 AM.

A motion was made by Jack Ahola and seconded by Dave Joens to accept the December 6, 2012 minutes as submitted.

OLD BUSINESS: None

NEW BUSINESS:

The first order of business was the proposed retention period for "[Water Sampling and Testing Records \(Ground Water and Monitoring Wells\)](#)" in Landfills. These records were submitted by Polo City Clerk in Ogle County on Application #12:001, Item 608. Ms. Huston stated that reports of water sampling and testing records regarding groundwater and well sources at agency landfills monitors for possible surface and sub-surface water contamination from said landfill which have a current retention of ten (10) years; however, EPA suggested in 2006 that we should keep them permanently because of possible litigation. Therefore, we decided we should go with that. Dave Joens asked, nothing has happened since 2006? Ms. Huston stated that this is the first one that has come up since then. Dave Joens made the motion to accept the retention as permanent. Gary Stockton seconded the motion. The motion carried.

The next item was the proposed retention period for “Clery Act Records,” which was submitted by Joliet Junior College in Will County on Application #12:003, Item #1503. Ms. Huston stated that this will be on junior college, college, and university applications and that the Act was passed years ago. Agencies need to retain their annual security reports and supporting documentation for the three (3) years from the latest publication to which they apply. (i.e., 2011 annual security report contains statistics for 2008, 2009, and 2010; therefore, the 2008 statistics must be kept until October 1, 2014 (in effect for seven (7) years). Jack Ahola made the motion to accept the proposed retention and Dave Joens seconded the motion. The motion carried.

Gloria Huston stated that under New Applications, Joliet Junior College Application #12:003 can go through the Commission this month; therefore the word “DRAFT” may be taken off the Application. Judy Mitchell was out of the office, as the college was closed during the holidays, but she was back in the office today and said the Application was fine and could go through as written.

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

NEW APPLICATIONS:

<u>County</u>	<u>Agency</u>	<u>Application No.</u>	<u>City</u>
Ogle	Polo City Clerk	12:001	Polo
Rock Island	Rock Island Public Library [City Dept.]	12:002	Rock Island
Will	Joliet Junior College	12:003	Joliet
Lake	Gurnee School Dist. #56	12:004	Gurnee
Madison	Venice Police Dept.	12:005	Venice
White	White Co. State's Attorney	12:006	Carmi
Kane	Village of Lily Lake	12:007	Lily Lake
Jefferson	Mt. Vernon City Clerk	12:008	Mt. Vernon
Madison	Granite City Comptroller	12:009	Granite City
Menard	Menard Co. Animal Control	12:010	Petersburg
Marion	Salem School Dist. #111	12:011	Salem

Ogle	Oregon Fire Protection Dist.	12:012	Oregon
Rock Island	Rock Island Co. Public Defender	12:013	Rock Island
Warren	Warren Co. Public Defender	12:014	Monmouth
Pope	Pope Co. Supervisor of Assessments	12:015	Golconda
Stephenson	Freeport Twp. Assessor	12:016	Freeport
Kane	Kane Co. Circuit Clerk 16th Judicial Circuit	12:017	
Logan	Logan Co. Circuit Clerk 11th Judicial Circuit	12:018	
Macoupin	Macoupin Co. Circuit Clerk 7th Judicial Circuit	12:019	
Madison	Madison Co. Circuit Clerk 3rd Judicial Circuit	12:020	
Madison	Madison Co. Circuit Clerk 3rd Judicial Circuit	12:021	
Madison	Madison Co. Circuit Clerk 3rd Judicial Circuit	12:022	
Madison	Madison Co. Circuit Clerk 3rd Judicial Circuit	12:023	
McLean	McLean Co. Circuit Clerk 11th Judicial Circuit	12:024	
McLean	McLean Co. Circuit Clerk 11th Judicial Circuit	12:025	
Peoria	Peoria Co. Circuit Clerk 10th Judicial Circuit	12:026	
Sangamon	Sangamon Co. Circuit Clerk 7th Judicial Circuit	12:027	
Washington	Washington Co. Circuit Clerk 20th Judicial Circuit	12:028	
Washington	Washington Co. Circuit Clerk 20th Judicial Circuit	12:029	
Washington	Washington Co. Circuit Clerk 20th Judicial Circuit	12:030	
White	White Co. Circuit Clerk 2nd Judicial Circuit	12:031	

ADD-ONS:

<u>County</u>	<u>Agency</u>	<u>Application #</u>	<u>Add-on Item #'s</u>
Champaign	Champaign C.U.S.D. #4	08:036	57 - 61
DuPage	Bloomingtondale Twp.	00:009	61
DuPage	Village of Downers Grove	03:250	836, 1200, 1300, 1400
Grundy	Minooka Police Dept.	92:114	43
Kane	Carpentersville C.U.S.D. #300	09:181	112
Madison	City of Highland	11:272	712
Madison	Village of South Roxanna	08:265	122-124, 206, 316 and 317
Marion	Centralia City Clerk	07:311	57
Marion	Marion Co. Health Dept.	09:065	43 - 45
McHenry	City of Crystal Lake	04:254	600 -612
McHenry	McHenry Co. Conservation Dist.	06:317	823
Peoria	Peoria Public School Dist. #150	02:148	332 - 333
Stark	Stark Co. C.U.S.D. #100	93:153	329 - 335

AMENDMENTS:

<u>County</u>	<u>Agency</u>	<u>Application #</u>	<u>Amendment Item #'s</u>
Champaign	Champaign C.U.S.D. #4	08:036	36
Lake	College of Lake County	10:116	205
Stark	Stark Co. C.U.S.D. #100	93:153	9, 27, 28, 41, 44, 45, 50, 69, 212, 251, 277, 290, 293-295, 297, 299, 303, 306, 307, 310, 311

Date of the next meeting of the Downstate Local Records Commission is Tuesday, February 7, 2012.

Jack Ahola made a motion to adjourn and Dave Joens seconded that motion. The meeting adjourned at 10:10 A.M.

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