

**DOWNSTATE LOCAL RECORDS COMMISSION**  
**Margaret Cross Norton Building**  
**Conference Room – 2<sup>nd</sup> Floor**  
**Springfield, Illinois**

**MINUTES**

Meeting of March 1, 2011

**MEMBERS PRESENT:** Jack Ahola, Macon County State's Attorney; Dave Joens, representative of the Secretary of State; Gary Stockton, State Historian Designee; and Robert Walters, Mayor of Beardstown

**MEMBERS ABSENT:** John Curtin, Chairman Local Records Commission and Christian County Board Chairman; and Patty Sprague, St. Clair County Auditor

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

**STAFF ABSENT:** Steve Whitlow

**GUESTS:** Sandy Lucas, Records Management Section, State Records Unit Field Representative  
Vaughn Simpson, a student at UIS was present to observe government in action

Acting as Chairman in John Curtin's absence, Dave Joens called the meeting of the Downstate Local Records Commission to order at 10:00 AM.

A motion was made by Bob Walters and seconded by Jack Ahola to accept the January 4, 2011 minutes as submitted. The February 1, 2011 meeting was cancelled due to inclement weather.

**OLD BUSINESS:** None

**NEW BUSINESS:**

The first order of business was the proposed retention period for "[Data Match Medicare Beneficiary Questionnaire Confirmation Letters](#)" records. These records were submitted by the Cary Area Public Library District in McHenry County on Application 11:061, Item #20. Gloria Huston stated that these records are confirmation letters from the Data Match Secure Web Site confirming an agency's entry of data regarding the primary payer for a Medicare beneficiary's health services.

Bob Walters questioned the proposed retention period of five (5) years vs. ten (10) years.

Gloria Huston stated, CMS (Centers for Medicare & Medicaid Services) recommends a retention period of ten (10) years.

Gary Stockton said that ten (10) years seemed rather long to retain confirmation letters.

Gloria Huston said that on Page 6 of the supporting documents for the Research Form, under Item #7 “Special Circumstances” it states, “Five (5) years is generally recognized as the standard for record retention in the industry. However, CMS recommends a period of ten (10) years for MSP related information as “False Claim Act” actions can be brought for ten (10) years.”

Jack Ahola made the motion to accept the proposed retention period of, “Retain for ten (10) years, then dispose of.” Bob Walters 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 Jack Ahola. The motion carried.

**NEW APPLICATIONS:**

| <u>County</u> | <u>Agency</u>                                  | <u>Application No.</u> | <u>City</u>       |
|---------------|--|------------------------|-------------------|
| McHenry       | Lake in the Hills Village Police Commission    | 11:017                 | Lake in the Hills |
| Will          | Wilmington Police Dept.                        | 11:018                 | Wilmington        |
| Kane          | Kane Co. Purchasing Dept.                      | 11:019                 | Geneva            |
| Peoria        | Peoria City Fire and Police Pension Fund       | 11:020                 | Peoria            |
| Peoria        | City of West Peoria                            | 11:021                 | West Peoria       |
| Greene        | Athensville Twp.                               | 11:022                 | Roodhouse         |
| Peoria        | Lillie M. Evans Library District               | 11:023                 | Princeville       |
| LaSalle       | Waltham Grade School Dist. #185                | 11:024                 | Utica             |
| DuPage        | Wheaton City Fire Dept.                        | 11:025                 | Wheaton           |
| Coles         | Lake Land College                              | 11:026                 | Mattoon           |
| Kane          | Geneva Public Library Dist.                    | 11:027                 | Geneva            |
| McHenry       | Spring Grove Police Pension Fund               | 11:028                 | Spring Grove      |
| Bureau        | Bureau Co. Circuit Clerk 13th Judicial Circuit | 11:029                 |                   |

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|-------------|---|--------|---------|
| Cass        | Cass Co. Circuit Clerk 8th Judicial Circuit         | 11:030 |         |
| Champaign   | Champaign Co. Circuit Clerk 6th Judicial Circuit    | 11:031 |         |
| Clark       | Clark Co. Circuit Clerk 5th Judicial Circuit        | 11:032 |         |
| Coles       | Coles Co. Circuit Clerk 5th Judicial Circuit        | 11:033 |         |
| Jefferson   | Jefferson Co. Circuit Clerk 2nd Judicial Circuit    | 11:034 |         |
| Johnson     | Johnson Co. Circuit Clerk 1st Judicial Circuit      | 11:035 |         |
| LaSalle     | LaSalle Co. Circuit Clerk 13th Judicial Circuit     | 11:036 |         |
| Livingston  | Livingston Co. Circuit Clerk 11th Judicial Circuit  | 11:037 |         |
| Marion      | Marion Co. Circuit Clerk 4th Judicial Circuit       | 11:038 |         |
| McLean      | McLean Co. Circuit Clerk 11th Judicial Circuit      | 11:039 |         |
| McLean      | McLean Co. Circuit Clerk 11th Judicial Circuit      | 11:040 |         |
| Montgomery  | Montgomery Co. Circuit Clerk 4th Judicial Circuit   | 11:041 |         |
| Ogle        | Ogle Co. Circuit Clerk 15th Judicial Circuit        | 11:042 |         |
| Pike        | Pike Co. Circuit Clerk 8th Judicial Circuit         | 11:043 |         |
| Rock Island | Rock Island Co. Circuit Clerk 14th Judicial Circuit | 11:044 |         |
| Rock Island | Rock Island Co. Circuit Clerk 14th Judicial Circuit | 11:045 |         |
| Sangamon    | Sangamon Co. Circuit Clerk 7th Judicial Circuit     | 11:046 |         |
| Stephenson  | Stephenson Co. Circuit Clerk 15th Judicial Circuit  | 11:047 |         |
| Tazewell    | Tazewell Co. Circuit Clerk 10th Judicial Circuit    | 11:048 |         |
| White       | White Co. Circuit Clerk 2nd Judicial Circuit        | 11:049 |         |
| Moultrie    | Bethany Police Dept.                                | 11:050 | Bethany |

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| Tazewell   | Tazewell Co. Coroner                                 | 11:051 | Pekin        |
| McLean     | Normal Twp. Assessor                                 | 11:052 | Normal       |
| DeKalb     | Hinckley Public Library                              | 11:053 | Hinckley     |
| DuPage     | Carol Stream Park Dist.                              | 11:054 | Carol Stream |
| Macon      | Macon Co. Sheriff                                    | 11:055 | Decatur      |
| Bureau     | Malden C.C.S.D. #84                                  | 11:056 | Malden       |
| Whiteside  | Sterling Public Library                              | 11:057 | Sterling     |
| DeKalb     | DeKalb Co. Community Mental<br>Health Board          | 11:058 | DeKalb       |
| DuPage     | Bartlett Public Library Dist.                        | 11:059 | Bartlett     |
| Moultrie   | Jonathan Creek Twp.                                  | 11:060 | Sullivan     |
| McHenry    | Cary Area Public Library Dist.                       | 11:061 | Cary         |
| Boone      | Boone Co Circuit Clerk 17th Judicial<br>Circuit      | 11:062 |              |
| Douglas    | Douglas Co Circuit Clerk 6th Judicial<br>Circuit     | 11:063 |              |
| Iroquois   | Iroquois Co Circuit Clerk 21st<br>Judicial Circuit   | 11:064 |              |
| Jersey     | Jersey Co Circuit Clerk 7th Judicial<br>Circuit      | 11:065 |              |
| Jo Daviess | Jo Daviess Co Circuit Clerk 15th<br>Judicial Circuit | 11:066 |              |
| Madison    | Madison Co Circuit Clerk 3rd Judicial<br>Circuit     | 11:067 |              |
| Madison    | Madison Co Circuit Clerk 3rd Judicial<br>Circuit     | 11:068 |              |
| Peoria     | Peoria Co Circuit Clerk 10th Judicial<br>Clerk       | 11:069 |              |
| Peoria     | Peoria Co Circuit Clerk 10th Judicial<br>Circuit     | 11:070 |              |
| Perry      | Perry Co Circuit Clerk 20th Judicial<br>Circuit      | 11:071 |              |

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| Piatt      | Piatt Co Circuit Clerk 6th Judicial Circuit      | 11:072 |
| Richland   | Richland Co Circuit Clerk 2nd Judicial Circuit   | 11:073 |
| Union      | Union Co Circuit Clerk 1st Judicial Circuit      | 11:074 |
| Vermilion  | Vermilion Co Circuit Clerk 5th Judicial Circuit  | 11:075 |
| Williamson | Williamson Co Circuit Clerk 1st Judicial Circuit | 11:076 |

**ADD-ONS:**

| <u>County</u> | <u>Agency</u>                           | <u>Application #</u> | <u>Add-on Item #'s</u>             |
|---------------|---|----------------------|------------------------------------|
| Champaign     | Rural Champaign Co. Special Educ. Co-op | 00:191               | 32 and 33                          |
| Christian     | City of Taylorville                     | 10:257               | 224, 335, and 336                  |
| DeKalb        | DeKalb Public Library                   | 00:162               | 62 and 63                          |
| DuPage        | Village of Glendale Heights             | 01:011               | 2.7                                |
| DuPage        | York Township                           | 11:005               | 47 - 74                            |
| Fulton        | Fulton-Schuyler ROE #22                 | 04:093               | 126-127; 322-325; 416-417; and 614 |
| Grundy        | Minooka Police Dept.                    | 92:114               | 37 - 42                            |
| Jersey        | Jerseyville Police Dept.                | 98:060               | 62                                 |
| Knox          | Galesburg C.U.S.D. #205                 | 04:148               | 170-172, 850, and 1039-1042        |
| Lake          | Lake Co. Information Technology         | 90:234               | 15A                                |

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| Madison     | Madison Co. Region II Special Educ Coop      | 01:250 | 48 - 52          |
| McHenry     | Village of Lake in the Hills                 | 10:309 | 215              |
| McHenry     | McHenry Co. College                          | 84:557 | 124              |
| McHenry     | McHenry Co. Conservation Dist.               | 06:317 | 822              |
| McHenry     | McHenry Co. Emergency Telephone System Board | 07:295 | 14               |
| McHenry     | Village of Algonquin                         | 01:255 | 101 and 102      |
| McHenry     | Village of Spring Grove                      | 03:135 | 400 - 403        |
| McLean      | City of Bloomington                          | 08:136 | 106, 301 and 855 |
| Morgan      | Morgan Co. Clerk and Recorder                | 88:079 | 188 and 189      |
| Perry       | Pinckneyville S.D. #50                       | 95:171 | 34 - 46          |
| Piatt       | Piatt Co. State's Attorney                   | 02:218 | 16               |
| Richland    | Richland Co. TB & Public Health Dept.        | 07:321 | 26 and 27        |
| Rock Island | City of Rock Island Administrative Services  | 91:290 | 122              |
| Tazewell    | City of Marquette Heights                    | 94:148 | 43               |
| Tazewell    | Tazewell Co. Assessor                        | 98:275 | 19               |
| Tazewell    | Tazewell Co. ROE #53                         | 10:145 | 224              |
| Vermilion   | City of Danville                             | 05:062 | 412              |
| Will        | Joliet Police Dept.                          | 09:273 | 59 - 61          |

**AMENDMENTS:**

| <u>County</u> | <u>Agency</u> | <u>Application #</u> | <u>Amendment Item #'s</u> |
|---------------|---------------|----------------------|---------------------------|
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| Knox      | City of Knoxville                               | 01:157 | 94, 105, and 185 |
| Madison   | Madison Co. Region II<br>Special Educ Coop      | 01:250 | 2 and 3          |
| McHenry   | Village of Spring Grove                         | 03:135 | 101              |
| Coles     | Charleston Twp.                                 | 03:206 | 29               |
| Vermilion | City of Danville                                | 05:062 | 125              |
| McHenry   | McHenry Co. Emergency<br>Telephone System Board | 07:295 | 2                |
| McLean    | City of Bloomington                             | 08:136 | 821 and 830      |
| Peoria    | Peoria City Public Works                        | 91:333 | 4 and 9          |
| Will      | Will Co. Executive Office                       | 95:307 | 4                |
| Richland  | Illinois Eastern Community<br>College           | 98:252 | 3, 70, and 78    |

Date of the next meeting of the Downstate Local Records Commission is Tuesday, April 5, 2011.

Jack Ahola made a motion to adjourn and Gary Stockton seconded that motion. The meeting adjourned at 10:07 A.M.

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