

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

MINUTES

Meeting of June 7, 2011

MEMBERS PRESENT: John Curtin, Chairman Local Records Commission and Christian County Board Chairman; 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: Jack Ahola, Macon County State’s Attorney

STAFF PRESENT: Gloria Huston, Sheila Cowles, Michael Hall, 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 10:00 AM.

A motion was made by Bob Walters and seconded by Dave Joens to accept the May 3, 2011 minutes as submitted.

OLD BUSINESS: None

NEW BUSINESS:

The first order of business was the proposed retention period for “Universal Service Fund Records (E-Rate). These records were submitted by the Carmi Public Library in White County on Application 98:187, Item #20. The E-Rate program is a federal program set up to provide grants to assist schools and libraries in obtaining affordable telecommunications and Internet access.

The current retention period for all grant records is “Retain for three (3) years following completion of the program year.” [Gloria Huston said the Code of Federal Regulations requires that the applications for E-Rate Services be retained for five \(5\) years after the last day of service delivered in a particular funding year and that schools and libraries shall also maintain asset and inventory records of equipment purchased as components of supported internal connections](#)

services sufficient to verify the actual location of such equipment for a period of five (5) years after purchase of equipment.

Gary Stockton made a motion to accept the proposed retention period of “Retain all records related to the application for E-Rate Services for five (5) years after the last day of service delivered in a particular Funding Year, then dispose of. Schools and libraries shall maintain asset and inventory records of equipment purchased as components of supported internal connections services sufficient to verify the actual location of such equipment for a period of five (5) years after purchase of equipment, 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 Gary Stockton and seconded by Dave Joens. The motion carried.

NEW APPLICATIONS:

<u>County</u>	<u>Agency</u>	<u>Application No.</u>	<u>City</u>
Tazewell	Tazewell Co. Health Dept.	11:145	Tremont
Kane	Village of Campton Hills	11:146	Campton Hills
Lake	Grayslake Village Police Pension Fund	11:147	Grayslake
Lake	Wauconda Fire Protection Dist.	11:148	Wauconda
DeWitt	DeWitt Co. Board	11:149	Clinton
Vermilion	City of Hoopeston	11:150	Hoopeston
McDonough	McDonough Co. Board	11:151	Macomb
McHenry	City of McHenry	11:152	McHenry
LaSalle	Ottawa Twp.	11:153	Ottawa
Fulton	Village of Avon	11:154	Avon
Woodford	Metamora Twp. H.S. Dist. #122	11:155	Metamora
Vermilion	Vermilion Vocational Education Delivery System	11:156	Danville
DeKalb	Sandwich Park Dist.	11:157	Sandwich

DeWitt	DeWitt Co. Planning and Zoning	11:158	Clinton
Sangamon	Sangamon Co. Board	11:159	Springfield
Menard	Menard Co. Road Dist. #9	11:160	Tallula
DuPage	Downers Grove Twp. Offices	11:161	Downers Grove
Kane	Blackberry Twp. Offices	11:162	Elburn
Lake	Mundelein High School Dist. #120	11:163	Mundelein
Bureau	Bureau Co. Circuit Clerk 13th Judicial Circuit	11:164	
Henderson	Henderson Co. Circuit Court 9th Judicial Circuit	11:165	
Henry	Henry Co. Circuit Clerk 14th Judicial Circuit	11:166	
Henry	Henry Co. Circuit Clerk 14th Judicial Circuit	11:167	
Lawrence	Lawrence Co. Circuit Clerk 2nd Judicial Circuit	11:168	
Peoria	Peoria Co. Circuit Clerk 10th Judicial Circuit	11:169	
Tazewell	Tazewell Co. Circuit Clerk 10th Judicial Circuit	11:170	
DuPage	Community Consolidated School Dist. #89	11:171	Glen Ellyn

ADD-ONS:

<u>County</u>	<u>Agency</u>	<u>Application #</u>	<u>Add-on Item #'s</u>
Boone	Belvidere School Dist. #100	89:187	139
Boone	North Boone HS Dist #200	99:282	73
Champaign	Village of Savoy	11:121	700 - 736
DuPage	Fenton HS Dist. #100	99:157	72
DuPage	Willowbrook Police & Fire Commission	95:254	19
DuPage	Willowbrook Police Dept.	00:205	80 - 87
Fayette	Fayette Co. Clerk & Recorder	84:221	94 - 121
Kane	Valley Education For Employment System/VALEES (part of Kane Co. ESR/ROE#31)	75:329	58

Kendall	Kendall Co. Sheriff	84:197	19 - 29
Lake	College of Lake Co.	10:116	600 - 631
Macon	Macon Co. State's Attorney	09:013	317 and 318
Madison	Madison Co. Region II Special Ed Coop	01:250	53
McHenry	Village of Spring Grove	03:135	325
McLean	City of Bloomington Twp.	98:230	18
McLean	Town of Normal	02:319	1.26
Morgan	Jacksonville C.U.S.D. #117	97:290	101
Moultrie	Lovington CUSD # 303	92:153	49 - 75
Ogle	Byron C.U.S.D. #226	01:134	348
Randolph	Randolph Co. Health Dept.	10:150	47
Sangamon	Sangamon Area Special Ed	94:072	36 - 39
St. Clair	Belleville West Twp. High School Dist. #201	10:318	65 - 67
St. Clair	City of Fairview Heights	95:106	2-54, 2-55, 2-56, 2-57, 4-17
St. Clair	O'Fallon Police Dept. (Public Safety)	00:115	35
Tazewell	Morton Village Police Dept	95:177	17 - 19
White	Carmi Public Library	97:030	18, 19, 20, & 21
Will	Will Co. State's Attorney	05:241	206
Winnebago	Harlem Consolidated School Dist. #122	89:335	379
Winnebago	Hononegah HS Dist #207	07:344	961
Winnebago	Winnebago Co. Special Education Co-op	90:311	56 and 57
Winnebago	Winnebago CUSD #323	92:248	259

AMENDMENTS:

<u>County</u>	<u>Agency</u>	<u>Application #</u>	<u>Amendment Item #'s</u>
Clinton	Carlyle C.U.S.D. #1	98:187	11
DuPage	Naperville C.U.S.D. #203	85:089	16, 22, and 74
DuPage	Willowbrook Police & Fire Commission	95:254	1, 2, and 4
Fayette	Fayette Co. Clerk & Recorder	84:221	22 and 24

Madison	Madison Co. Region II Special Ed Coop	01:250	23
McLean	Town of Normal	02:319	2.1, 9.4, 10.9, 10.10, 15.6, and 16.8
Monroe	Waterloo C.U.S.D. #5	89:034	2, 8, 15, 21, 23, 40, 52, 60, 63, 77, 85, 91, 92, 102, 103, 105, 106, 109, 113, 121, 124, 126, 131, 143
Morgan	City of Jacksonville	10:125	133
Sangamon	Sangamon Area Special Ed	94:072	1
St. Clair	City of Fairview Heights	95:106	2-4, 2-26, 2-36, 2-51, 4-4, 4-11, 5-2, 5-16, 5-21, 5-28, 6-4, 6-19
Tazewell	Morton Village Police Dept.	95:177	14
Tazewell	Morton Village Police Dept.	95:177	1
Wayne	Fairfield City Clerk	09:027	11
Whiteside	Sterling C.U.S.D. #5	01:092	10, 11, 38, 49, 60, 68, 93, 95, 168B, 187, 216, 283, 299, 343, 345, 346, & 377

Date of the next meeting of the Downstate Local Records Commission is Wednesday, July 6, 2011.

Bob Walters made a motion to adjourn and Dave Joens seconded that motion. The meeting adjourned at 10:06 A.M.

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