

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

MINUTES

Meeting of July 6, 2011

MEMBERS PRESENT: Dave Joens, representative of the Secretary of State; Jack Ahola, Macon County State’s Attorney; Patty Sprague, St. Clair County Auditor; and Gary Stockton, State Historian Designee

MEMBERS ABSENT: John Curtin, Chairman Local Records Commission and Christian County Board Chairman and Robert Walters, Mayor of Beardstown

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

STAFF ABSENT: None

GUESTS: None

Acting as Chairman Dave Joens called the meeting of the Downstate Local Records Commission to order at 10:05 AM.

A motion was made by Patty Sprague and seconded by Gary Stockton to accept the June 7, 2011 minutes as submitted.

OLD BUSINESS: None

NEW BUSINESS:

The first order of business was the proposed retention period for “Insurance Services Office (ISO) Reports, includes record previously called Illinois Inspection Bureau Reports.” These records were submitted by the Savoy Fire Department in Champaign County on Application 11:172, Item #16.

Gloria Huston stated that the ISO report is an independent evaluation of Fire Department capabilities, equipment, and personnel used for the purpose of determining insurance rating for the community served thus effecting individual insurance policy rates. She added that many companies now use zip code ratings.

There is no current retention period at this time.

Jack Ahola made a motion to accept the proposed retention period of “Retain for one (1) year following expiration of certification or recertification, then dispose of.” Gary Stockton seconded the motion. The motion carried.

The following new applications, add-ons, and amendments were accepted as submitted, with the exception of Amendment of Item #48, DuPage County Application #98:172, Carol Stream Police Dept., to be deferred until the August 2, 2011 meeting because it addresses Law Enforcement Agencies’ Recordings of In-Car Video Camera and Audio Recording Equipment and Taser Videos. Ms. Huston explained that the retention for this was approved by the Cook County Local Records Commission but had never been presented to the Downstate Commission. And, there was not enough time to have the agency re-posted on the Website before today’s meeting. The motion was made by Gary Stockton and seconded by Patty Sprague. The motion carried.

NEW APPLICATIONS:

<u>County</u>	<u>Agency</u>	<u>Application No.</u>	<u>City</u>
Champaign	Savoy Fire Dept.	11:172	Savoy
Will	Laraway C.C.S.D. #70-C	11:173	Joliet
Winnebago	Rockton Grade School Dist. #140	11:174	Rockton
Jasper	Village of Rose Hill	11:175	Hidalgo
Fulton	City of Farmington	11:176	Farmington
Bureau	Ladd C.C.S.D. #94	11:177	Ladd
Hamilton	Hamilton Co. Highway Dept.	11:178	McLeansboro
DuPage	Villa Park Police Pension Board	11:179	Villa Park
Hamilton	Hamilton Co. State's Attorney	11:180	McLeansboro
LaSalle	LaSalle Co Circuit Clerk 13th Judicial Circuit	11:181	
Lee	Lee Co Circuit Clerk 15th Judicial Circuit	11:182	
McLean	McLean Co Circuit Clerk 11th Judicial Circuit	11:183	
Stark	Stark Co Circuit Clerk 10th Judicial Circuit	11:184	

Stephenson	Stephenson Co Circuit Clerk 15th Judicial Circuit	11:185
LaSalle	LaSalle Co Circuit Clerk 13th Judicial Circuit	11:186
LaSalle	LaSalle Co Circuit Clerk 13th Judicial Circuit	11:187
Sangamon	Sangamon Co Circuit Clerk 7th Judicial Circuit	11:188

ADD-ONS:

<u>County</u>	<u>Agency</u>	<u>Application #</u>	<u>Add-on Item #'s</u>
DuPage	Carol Stream Police Dept.	98:172	54 and 55
DuPage	City of West Chicago	06:047	88
DuPage	Glendale Heights Police Dept.	07:323	71
Kane	Campton Hills Police Dept.	08:284	33
Kane	City of Saint Charles	08:134	177
Knox	Galesburg Police Dept.	89:359	95 - 99
Lake	Round Lake Police Dept.	08:271	71 - 83
Lake	Village of Round Lake	08:365	84 - 92
Macoupin	Macoupin Co. Health Dept.	11:116	305 and 514
McDonough	McDonough Co. Clerk & Recorder	91:051	225
McLean	McLean Co. Clerk	07:112	515
Morgan	City of Jacksonville	10:125	522
Morgan	Morgan Co. Clerk	88:079	192

Randolph	Randolph Co. Health Dept.	10:150	48 - 50
Shelby	Windsor C.U.S.D. #1	10:308	415 - 417, 607, and 810
Tazewell	Academy at Illinois Central College	11:087	302
Tazewell	Marquette Heights Police Dept.	98:059	27
Tazewell	Tazewell Co. Health Dept.	11:145	418 and 511
Winnebago	Rockton Police Dept.	08:264	117, 324, 325, 326, and 423
Winnebago	Winnebago Co. Health Dept.	87:123	360 - 366

AMENDMENTS:

<u>County</u>	<u>Agency</u>	<u>Application #</u>	<u>Amendment Item #'s</u>
DuPage	Carol Stream Police Dept.	98:172	4, 28, 36, and 43
DuPage	Lake Park High School Dist. #108	87:039	1, 36, and 68
DuPage	Glendale Heights Police Dept.	07:323	5, 39, and 49
Fayette	Fayette Co. Clerk & Recorder	84:221	89, 90, 91, 92, and 93
Lake	Lake Forest School Dist. #115	87:245	3 and 20
Lake	Lake Forest School Dist. #67	85:343	1
Lake	Village of Round Lake	08:365	61
Shelby	Windsor C.U.S.D. #1	10:308	800
Tazewell	Tazewell Co. Health Dept.	11:145	505
Will	Will Co. Supervisor of Assessments	02:096	19

Winnebago	Winnebago Co. Health Dept.	87:123	19, 20, 44, 53, 56, 69, 71, 73, 81, 83, 84, 92, 102, 113, 130, 141, 146, 154, 173, 174, 181, 185, 192, 194, 205, 206, 212, 213, 215, 216, 221, 223-225, 227, 229-231, 239, 246, 249, 258, 279-281, 286, 306-308, 310, 328, 332, 341, 345, and 356
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Date of the next meeting of the Downstate Local Records Commission is Tuesday, August 2, 2011.

Gary Stockton made a motion to adjourn and Jack Ahola seconded that motion. The meeting adjourned at 10:12 A.M.

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