

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

MINUTES

Meeting of August 2, 2011

MEMBERS PRESENT: John Curtin, Chairman Local Records Commission and Christian County Board Chairman; Dave Joens, representative of the Secretary of State; Gary Stockton, State Historian Designee; and Robert Walters, Mayor of Beardstown

MEMBERS ABSENT: Jack Ahola, Macon County State’s Attorney; and Patty Sprague, St. Clair County Auditor

STAFF PRESENT: Gloria Huston, Steve Colaizzi, Michael Hall, Jean Hynes, Rheta Miller, Wanda Schmidgall, Pat Sriner, Steve Whitlow, and Dave Wooten

STAFF ABSENT: Sheila Cowles

GUESTS: None

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

A motion was made by Bob Walters and seconded by Gary Stockton to accept the July 6, 2011 minutes as submitted.

OLD BUSINESS:

Proposed retention period regarding “in-car video camera recordings, audio recordings, and taser videos” from the Carol Stream Police Department (Application 98:172, Item #48) and the Glendale Heights Police Department (Application 07:323, item 72) was deferred from the July 6th meeting until the August meeting. Ms. Huston explained that a retention period for this series was approved by the Cook County Local Records Commission but has never been presented to the Downstate Commission for their review. Ms. Huston asked that this item of business be deferred until Jack Ahola can review the statutes. Gary Stockton made the motion and Bob Walters seconded the motion to table the proposed retention period until Jack Ahola has had an opportunity to review the proposal. The motion carried.

NEW BUSINESS:

Proposed Retention Period for **Low-Income Home Energy Assistance (LIHEAP) Client Files**, from DuPage County Community Services, Application #11:083, Item #120 is: Retain for three (3) years from the date of submission of the final expenditure report or until the program year's audit is finally resolved. Ms. Huston explained that this is the minimum retention period required by the IL Dept. of Commerce and Economic Opportunity (DCEO) in their 2011 Procedure Manual for the Low-Income Home Energy Assistance Program. The Local Records Commission previously approved retention period is "Retain for six (6) years following inactivation or ineligibility in program". The IL Department of Commerce and Economic Opportunity is the state agency that audits local government agencies administering this program. Bob Walters made the motion to accept the three (3) year retention. Dave Joens seconded the motion. The motion carried.

Proposed Retention Period for **Illinois Home Weatherization Assistance Program (IHWAP) Client Files**, DuPage County Community Services, Application #11:083, Item #133 is: Retain for four (4) years or until the program year's audit is finally resolved to the satisfaction of the IL Dept. of Commerce and Economic Opportunity. DCEO may require a Local Administering Agencies (LAA) to retain records longer than four (4) years by specific request. Ms. Huston explained that this is the minimum retention period required by the IL Dept. of Commerce and Economic Opportunity. DCEO is the state agency responsible for auditing the local government agencies who distribute the Weatherization grants. The aforementioned retention period is part of the agreement between the local government agency and DCEO. The Local Records Commission previously approved a retention period of "retain for six (6) years following inactivation or ineligibility in program" for this record series. Bob Walters made the motion to accept the four (4) year retention. Dave Joens seconded the motion. The motion carried.

The next order of new business was a letter dated July 21, 2011 from Bruce Lans, Rockton Fire Protection District in Rockton, IL. The Rockton Fire Department is considering installation of a Closed Circuit Television (CCTV) Video Surveillance System. Images will be stored on a digital video recorder (DVR). The system they are looking at overrides older data with new images as the hard drive reaches capacity. Mr. Lans raised the issue of whether or not all images recorded are actually a "record" subject to the Local Records Act? The CCTV system is being installed for security and theft deterrence purposes and is not required by law. Ms. Huston explained that there have been occurrences in other fire departments, when false 9-1-1 calls are made to lure the staff away from the station. As the ambulance or emergency vehicles pull out of the garage an opportunity exists for someone to enter the garage and steal equipment and drugs from the now empty fire station. Particularly worrisome for the agency is the storage of controlled substances, used by the department's ambulance service. The cameras are motion sensitive so recording only happens when something passes through the field of view and then onto a DVR. (The recorder stores images onto a hard drive and can record up to 220 DVR's or 1.5 terabytes.). According to the vendors the hard drive could reach capacity within thirty (30) days if there is sufficient activity in front of the cameras. The system is not monitored by personnel; however, after each ambulance run an inventory is made of the medicines carried on the ambulance. If a discrepancy is noted during the inventory the recordings would be burned to a dvr and preserved as long as needed for a thorough investigation.

After much discussion, it was decided that any recording is a "record" under the Local Records Act, if an incident is recorded which might contain probative evidence. Those recordings should then be preserved on a DVR and disposed of under the authority of the Local Records Act or

possibly be treated as a piece of evidence should a police investigation result and then disposed of or preserved under the authority of ILCS 725, 5-116.

The following new applications, add-ons, and amendments were accepted as submitted, with the exception of Add-On of Item #72, Glendale Heights Police Dept., DuPage County Application #07:323 and Amendment to Item #48, Carol Stream Police Dept., DuPage County Application #98:172, The motion was made by Dave Joens. Bob Walters and Gary Stockton both seconded the motion. The motion carried.

NEW APPLICATIONS:

<u>County</u>	<u>Agency</u>	<u>Application No.</u>	<u>City</u>
Lake	Lake Co. Forest Preserve Dist.	11:189	Libertyville
Stark	Bradford Village Clerk	11:190	Bradford
Stark	Bradford Police Dept.	11:191	Bradford
Stephenson	Lena Community Park Dist.	11:192	Lena
Whiteside	Whiteside Co. Sheriff	11:193	Morrison
Madison	Madison Co. Safety and Risk Management Dept.	11:194	Edwardsville
LaSalle	Rutland Twp. (includes Planning Commission and Zoning Board of Appeals)	11:195	Marseilles
Will	Joliet Public School Dist. #86	11:196	Joliet
Lake	Antioch Public Library Dist.	11:197	Antioch
Lake	Winthrop Harbor Police Dept.	11:198	Winthrop Harbor
Effingham	Effingham City Police and Fire Commission	11:199	Effingham
Lake	Lake Co. Human Resources/Payroll Dept.	11:200	Waukegan
Wabash	Wabash Co. Sheriff	11:201	Mt. Carmel
DeWitt	DeWitt Co. Circuit Clerk 6th Judicial Circuit	11:202	
Henry	Henry Co. Circuit Clerk 14th Judicial Circuit	11:203	

Henry	Henry Co. Circuit Clerk 14th Judicial Circuit	11:204	
Kankakee	Kankakee Co. Circuit Clerk 21st Judicial Circuit	11:205	
McDonough	McDonough Co. Circuit Clerk 9th Judicial Circuit	11:206	
McDonough	McDonough Co. Circuit Clerk 9th Judicial Circuit	11:207	
McDonough	McDonough Co. Circuit Clerk 9th Judicial Circuit	11:208	
McDonough	McDonough Co. Circuit Clerk 9th Judicial Circuit	11:209	
McDonough	McDonough Co. Circuit Clerk 9th Judicial Circuit	11:210	
McLean	McLean Co. Circuit Clerk 11th Judicial Circuit	11:211	
Mercer	Mercer Co. Circuit Clerk 14th Judicial Circuit	11:212	
Peoria	Peoria Co. Circuit Clerk 10th Judicial Circuit	11:213	
Kane	Kane Co. Human Resources Dept.	11:214	Geneva

ADD-ONS:

<u>County</u>	<u>Agency</u>	<u>Application #</u>	<u>Add-on Item #'s</u>
Clinton	Clinton Co. Clerk & Recorder	05:245	138
DeKalb	DeKalb Co. Clerk and Recorder	02:149	81
DuPage	Glendale Heights Police Department	07:323	72 (TABLED)
Effingham	Effingham City Clerk	93:197	62 - 66
Effingham	Effingham City Fire Department	96:254	33 - 40
Effingham	Helen Matthes Library	96:258	26 - 35
Jackson	Murphysboro C.U.S.D. #186	95:030	50 - 52

Jasper	Jasper Co. Clerk	84:443	100
Jefferson	Jefferson Co. Treasurer	00:062	37 - 39
Kane	City of Geneva	94:257	87 and 88
Kane	Quadcom Regional Dispatch Center	88:041	42
Lake	Mundelein Park Dist.	07:082	70 - 88
McHenry	Cary Park Dist.	06:261	86 - 97
McHenry	Marengo Community High School Dist. #154	06:139	81
Monroe	Monroe Co. Road Dist. #10	09:005	14
Monroe	Monroe Co. Road Dist. #2	09:001	12 - 17
Monroe	Monroe Co. Road Dist. #8	09:004	10 - 14
St. Clair	St. Clair Co. Board of Review	03:180	21
St. Clair	Village of Swansea	85:666	74 - 81
Union	Anna C.U.S.D. #37	96:073	44 - 52
Vermilion	Hoopeston Police Dept.	11:077	154

AMENDMENTS:

<u>County</u>	<u>Agency</u>	<u>Application #</u>	<u>Amendment Item #'s</u>
DeKalb	DeKalb Co. Clerk and Recorder	02:149	4, 34, and 72
DuPage	Glendale Heights Police Dept.	07:323	39
DuPage	DuPage Co. Community Services	11:083	120 and 133

DuPage	Carol Stream Police Dept.	98:172	48 (TABLED)
Effingham	Helen Matthes Library	96:258	1, 7, and 23
Effingham	Effingham City Fire Dept.	96:254	1, 4, 30, and 31
Effingham	Effingham City Clerk	93:197	6, 7, 8, 20, 21, 27, 29, 32, 34, 57, and 61
Jackson	Murphysboro C.U.S.D. #186	95:030	7, 8, 12, 20, 30, 34, 35, 39, and 44
Kane	City of Geneva	94:257	3, 53, 57, and 68
McHenry	Cary Park District	06:261	3 and 75
St. Clair	Village of Swansea	85:666	2, 3, 4, 5, 14, 20, 27, 45, 55, 64, 68
Tazewell	Tazewell Co. Clerk	09:248	201, 202, 204, 206, and 211

Date of the next meeting of the Downstate Local Records Commission is Wednesday, September 7, 2011 (date of meeting changed due to Labor Day holiday).

Gary Stockton made a motion to adjourn and Bob Walters seconded that motion. The meeting adjourned at 10:35 A.M.

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