

DOWNSTATE LOCAL RECORDS COMMISSION
October 4, 2011
AGENDA

Call to order of meeting.

Review of the minutes of the [August 2, 2011](#) meeting of the Downstate Local Records Commission.
(NOTE: September 7, 2011 meeting was cancelled due to a lack of a quorum.)

OLD BUSINESS:

Proposed retention period regarding “in-car video camera recordings, audio recordings, and taser videos from the Carol Stream Police Department (DuPage Co. Application 98:172, Amendment - Item #48) and the Glendale Heights Police Department (DuPage Co. Application 07:323, Add-on - Item 138) .

NEW BUSINESS:

House Bill 1948 – Video Surveillance Bill Records Retention Policy Language

“Freedom of Information Act” Requests and Denials – Amendment to Current Language

Request from Peoria County Clerk to dispose of Landfill Siting Applications, Hearing Evidence, Transcripts and Appeals – Request to reduce retention period from permanent to seven (7) years after the County Board’s final decision if there is no appeal or seven (7)years after the final decision if there is an appeal (Application 01:210)

The following new applications, add-ons, and amendments are presented for approval:

APPLICATIONS:

<u>County</u>	<u>Agency</u>	<u>Application No.</u>	<u>City</u>
Henry	Kewanee Park Dist.	11:215	Kewanee
Hancock	Pontoosuc Twp.	11:216	Niota
Lake	Hawthorn School Dist. #73	11:217	Vernon Hills
Rock Island	Rock Island City Finance Dept. (includes Fire & Police Pension	11:218	Rock Island
Stephenson	Waddams Twp. Offices	11:219	McConnell

Champaign	Champaign Co. Housing Auth.	11:220	Champaign
Livingston	Odell Grade School Dist. #435	11:221	Odell
Madison	Godfrey Fire Dept. Pension Board	11:222	Godfrey
Effingham	Southeastern Illinois Drug Task Force	11:223	Effingham
Lake	Buffalo Grove Police Pension Board	11:224	Buffalo Grove
Bureau	Bureau Co. Circuit Clerk 13th Judicial Circuit	11:225	
Champaign	Champaign Co. Circuit Clerk 6th Judicial Circuit	11:226	
DeWitt	DeWitt Co. Circuit Clerk 6th Judicial Circuit	11:227	
DuPage	DuPage Co. Circuit 18th Judicial Circuit	11:228	
DuPage	DuPage Co. Circuit Clerk 18th Judicial Circuit	11:229	
Livingston	Livingston Co. Circuit Clerk 11th Judicial Circuit	11:230	
Montgomery	Montgomery Co. Circuit Clerk 4th Judicial Circuit	11:231	
Stephenson	Stephenson Co. Circuit Clerk 15th Judicial Circuit	11:232	
Tazewell	Tazewell Co. Circuit Clerk 10th Judicial Circuit	11:233	
Tazewell	Tazewell Co. Circuit Clerk 10th Judicial Circuit	11:234	
Vermilion	Vermilion Co. Circuit Clerk 5th Judicial Circuit	11:235	
White	White Co. Circuit Clerk 2nd Judicial Circuit	11:236	
Tazewell	Village of Mackinaw	11:237	Mackinaw
DuPage	Darien-Woodridge Firefighter's Pension Fund	11:238	Hinsdale
Lawrence	Sumner Police Dept.	11:239	Sumner
LaSalle	LaSalle Co. Housing Auth.	11:240	Ottawa

DuPage	Hinsdale Public Library	11:241	Hinsdale
Knox	Maquon Public Library Dist.	11:242	Maquon
Pulaski	Meridian School Dist. #101	11:243	Mounds
Menard	Greenview School Dist. #200	11:244	Greenview
Woodford	Fieldrest C.U.S.D. #6	11:245	Minonk
DuPage	Village of Hinsdale	11:246	Hinsdale
Macon	Hickory Point Fire Protection Dist.	11:247	Forsythe
Tazewell	East Peoria Fire Dept.	11:248	East Peoria
Vermilion	Village of Ridge Farm (includes Cemetery, Police, and Recreation	11:249	Ridge Farm
Champaign	Urbana and Champaign Sanitary Dist.	11:250	Urbana
Tazewell	East Peoria Housing Auth.	11:251	East Peoria
Tazewell	East Peoria Planning & Community Development	11:252	East Peoria
Tazewell	East Peoria Dept. of Tourism, Special Events, and Facilities	11:253	East Peoria
Christian	Edinburg Police Dept.	11:254	Edinburg
Will	Channahon Park Dist.	11:255	Channahon
Will	Frankfort Police Dept.	11:256	Frankfort
DeWitt	DeWitt Co. Circuit Clerk 6th Judicial Circuit	11:257	
DuPage	DuPage Co. Circuit Clerk 18th Judicial Circuit	11:258	
Knox	Knox Co. Circuit Clerk 9th Judicial Circuit	11:259	
LaSalle	LaSalle Co. Circuit Clerk 13th Judicial Circuit	11:260	
Rock Island	Rock Island Co. Circuit Clerk 14th Judicial Circuit	11:261	

Shelby	Shelby Co. Circuit Clerk 4th Judicial Circuit	11:262
Tazewell	Tazewell Co. Circuit Clerk 10th Judicial Circuit	11:263
Tazewell	Tazewell Co. Circuit Clerk 10th Judicial Circuit	11:264
Will	Will Co. Circuit Clerk 12th Judicial Circuit	11:265
Will	Will Co. Circuit Clerk 12th Judicial Circuit	11:266
Will	Will Co. Circuit Clerk 12th Judicial Circuit	11:267

ADD-ONS:

<u>County</u>	<u>Agency</u>	<u>Application #</u>	<u>Add-on Item #'s</u>
Champaign	Champaign Co. Probation & Court Svcs.	07:041	15
Champaign	Champaign-Urbana Public Health Dept.	05:067	800 - 813
Clinton	Village of Keyesport	93:213	47 and 48
Coles	City of Charleston	06:315	800-809; 900-905; 1000-1019; and 1100-1116
Crawford	Oblong School Dist #4	95:108	53 - 56
DeKalb	DeKalb Co. Health Dept.	88:061	108 and 109
DeWitt	Village of Kenney	02:222	53 - 61
DuPage	Addison Police Dept.	99:003	72
DuPage	DuPage Co. Human Resource Dept.	04:298	41 - 43
DuPage	DuPage Co. Psychological Svcs.	86:157	144 and 145
DuPage	DuPage Co. Sheriff	86:215	82 - 111

DuPage	*Glendale Heights Police Dept.	07:323	*72
DuPage	Village of Westmont	03:029	723, 724, 725, 726, 727, 728, & 729
Grundy	Grundy Co. Board	10:097	18 - 20
Grundy	Grundy Co. Health Dept.	00:173	60 - 68
Hardin	Hardin Co. Clerk & Recorder	90:218	106 - 113
Jackson	Murphysboro Twp.	97:150	18 - 22
Kane	Carpentersville C.U.S.D. #300	09:181	104 -111
Kane	Geneva C.U.S.D. #304	08:376	44
Kane	Geneva Public Library Dist.	11:027	63
Kane	Kane Co. Judicial Center/Court Svcs.	85:150	115
Kankakee	Bourbonnais Elementary School Dist. #53	95:213	75
Knox	Galesburg Finance/Treasurer	01:199	244
Lake	Waukegan School Unit Dist. #60	88:176	93
Livingston	Livingston Co. Treasurer	04:068	21 - 47
Macon	Sanitary District of Decatur	91:072	90
Macon	Warrensburg-Latham C.U.S.D. #11	10:026	416
Macoupin	Macoupin Co. Health Dept.	11:116	110-111, 306-308, 515-526, 708, and 900-903
Macoupin	Staunton Twp.	03:053	44
Madison	Village of Godfrey	93:194	84

Madison	Triad C.U.S.D. #2	10:228	319, 409, and 716
Madison	Village of Godfrey	96:194	84
Marshall	Marshall Co. Sheriff	00:179	123
McHenry	Cary Park Dist.	06:261	98 - 101
McHenry	Nippersink School Dist. #2	09:165	113
McHenry	Sugar Grove Police Pension Fund	11:028	14
Morgan	Morgan, Brown, Cass and Scott Cos. ROE #46	05:073	132, 133, and 410
Peoria	*Peoria Co. Clerk	01:210	137 – 140 (*138)
Randolph	Randolph Co. Treasurer	01:216	52
Randolph	Village of Steeleville	95:271	36 - 38
Sangamon	Springfield City Clerk	90:195	32 - 37
Shelby	Shelby Co. Sheriff	08:097	207, 309, and 438-440
Shelby	Shelby Co. Supervisor of Assessment	91:042	36 and 37
Stephenson	Freeport City Clerk/Mayor/Treasurer	88:006	318 - 321
Tazewell	Pekin Community High School Dist. #30	03:251	187
Will	Joliet Twp. H.S. Dist. #204	87:228	111
Williamson	Williamson Co. Soil & Water Conservation Dist.	03:247	22 - 30

AMENDMENTS:

<u>County</u>	<u>Agency</u>	<u>Application #</u>	<u>Amendment Item #'s</u>
Clinton	Village of Keyesport	93:213	8, 14, 23, 24, 28, 39, and 45
DuPage	*Carol Stream Police Dept.	98:172	*48
DuPage	Village of Westmont	03:029	100, 204, 208, 400, 403, 500, 521, 600, 700, and 719
DuPage	Glendale Heights Police Dept.	07:323	39
Grundy	Grundy Co. Health Dept.	00:173	4, 11, 13, 17, 21, 36, and 44
Hardin	Hardin Co. Clerk & Recorder	90:218	2, 3, 6, 7, 17, 24, 27, 35, and 48
Jackson	Murphysboro Twp.	97:150	6 and 16
Kane	Carpentersville C.U.S.D. #300	09:181	34
Kane	Carpentersville C.U.S.D. #300	09:181	67, 68, and 83
Kankakee	Bourbonnais Elementary School Dist. #53	95:213	2, 8, 11, 23, 28, 29, 34, and 40
Livingston	Livingston Co. Clerk & Recorder	07:294	202 and 210
Livingston	Livingston Co. Treasurer	04:068	13 and 20
Macoupin	Staunton Twp.	03:053	2
Marion	Marion Co. Clerk & Recorder	91:215	3, 7, 19, 25, 44, 94, 119, and 126
McHenry	Cary Park Dist.	06:261	12 and 53
Ogle	Meridian C.U.S.D. #223	93:026	2, 6, 7, 20, 33-35, 37, 46, 51, 64, 77-78, 81, 122, 124, 127, 148, 169, 188, 194, 213, 215, 233-235, 238, 241-242, 244-245, 250-252, and 254
Randolph	Village of Steeleville	95:271	6

Date of the next meeting of the Downstate Local Records Commission is Tuesday, November 1, 2011.

Adjournment.

Please call (217) 782-7075 if you cannot attend.