

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

MINUTES

Meeting of December 6, 2011

MEMBERS PRESENT: Paul C. Schmitz, Chairman Local Records Commission and Christian County Board Chairman; Dave Joens, Representative of the Secretary of State; Jack Ahola, Macon County State's Attorney; and Gary Stockton, State Historian Designee.

MEMBERS ABSENT: Patty Sprague, St. Clair County Auditor; and Robert Walters, Mayor of Beardstown

STAFF PRESENT: Gloria Huston, Sheila Cowles, Rochelle Joseph (Archives Intern), Rheta Miller, Wanda Schmidgall, Pat Sriner, and Steve Whitlow

STAFF ABSENT: None

GUESTS: None

Paul C. Schmitz, Chairman, called the meeting of the Downstate Local Records Commission to order at 10:00 AM. Roll call was taken in order to introduce The Commission and Records Management staff members to Mr. Schmitz, the new Chairman of the Local Records Commission.

A motion was made by Dave Joens and seconded by Jack Ahola to accept the November 1, 2011 minutes as submitted.

OLD BUSINESS: None

NEW BUSINESS:

The 2012 Calendar of Local Records Commission Meeting Dates was submitted for review and approval. The Commission normally meets on the first Tuesday of each month; however, Ms. Huston explained when there is a holiday, such as Labor Day in September, the Commission normally meets on the first Wednesday. In November Election Day falls on the first Tuesday, so the proposed calendar calls for the Commission to meet on Thursday of that week. Dave Joens made the motion to accept the Calendar as submitted. Jack Ahola seconded the motion. The motion carried.

The proposed retention period for “Unpaid Ticket Case Files” maintained by the Belleville Police Department under Application for Authority to Dispose of Local Records No. 95:185, Item 25 was the next order of business. Gloria Huston explained that this record series consists of case files which are created when ten (10) or more unpaid tickets issued to a vehicle owner for standing, parking, and compliance regulations pursuant to Section 11-208.3 of the IL Vehicle Code or five (5) or more automated traffic law regulations under Section 11-208.6 or 11-1201.1 of the IL Vehicle Code are issued to an owner of a vehicle. This record series includes the following:

- Registered Owner of the Vehicle information/demographics
- Original outstanding ticket(s)
- Correspondence/certified letters to the registered owner regarding parking violation
- Copies of ticket data from the police department computer system (redundancy of information)
- Letter to the Illinois Secretary of State to suspend registered owner
- Letter to the Illinois Secretary of State requesting suspension of registered owner’s license be lifted after applicable fines have been paid
- Letter from the Illinois Secretary of State confirming the lifting of suspension of registered owner’s license

Jack Ahola made a motion to accept the following proposed retention period for this series:

“Retain files where a suspension is entered by the Secretary of State’s Office for seven (7) years after termination of suspension, then dispose of.

Retain files where no suspension is entered by the Secretary of State’s Office for two (2) years after the registered driver pays the applicable fines or the agency decides not to pursue collection of the fines, then dispose of.

Dave Joens seconded the motion. The motion carried.

The following New Applications, Add-ons, and Amendments were submitted for approval. Gloria Huston stated that under the Listing for Add-ons to Applications, Adams County Burton Twp. Application #02:057 showed the addition of Items #60-66. She stated that Item #60 pertaining to “Bounty Records”, was previously approved under Item #5 of their application and therefore this series did not need to be added to their application. However the earliest date of Item #5 does need to be amended to reflect the older records that were recently found by the agency. With the deletion of item 60, the remaining five items will be re-numbered by the staff before sending the agency their copy of the application.

Therefore, the following new applications were approved as submitted and the following add-ons, and amendments were accepted as submitted, with the exception of Application 02:57 which was approved as amended. Jack Ahola made the motion and Dave Joens seconded the motion. The motion carried.

NEW APPLICATIONS:

County Agency Application No. City

Kankakee	Kankakee Co. Regional Planning Dept.	11:303	Kankakee
Jersey	Elsah Twp.	11:304	Dowell
Monroe	Monroe Co. Road Dist. #4	11:305	Red Bud
McLean	McLean Co. Treasurer	11:306	Bloomington
Macoupin	Carlinville Park Dist.	11:307	Carlinville
Tazewell	East Peoria Accounting and Finance Dept.	11:308	East Peoria
Macon	Argenta-Oreana Public Library	11:309	Oreana
Lake	Adlai Stevenson High School Dist. #125	11:310	Lincolnshire
McHenry	McHenry Co. Emergency Management Agency	11:311	Woodstock
Bond	Greenville Public Library	11:312	Greenville
Henry	Henry Co. Circuit Clerk 14th Judicial Circuit	11:313	
Henry	Henry Co. Circuit Clerk 14th Judicial Circuit	11:314	
Menard	Menard Co. Circuit Clerk 14th Judicial Circuit	11:315	
Union	Union Co. Circuit Clerk 14th Judicial Circuit	11:316	
Washington	Washington Co. Circuit Clerk 14th Judicial Circuit	11:317	
Greene	Roodhouse Police Dept.	11:318	

ADD-ONS:

<u>County</u>	<u>Agency</u>	<u>Application #</u>	<u>Add-on Item #'s</u>
Adams	Burton Twp.	02:057	60 - 65
Clinton	Breese Elementary School Dist. #12	91:158	86
DuPage	DuPage Co. State's Attorney	03:168	100 - 104

DuPage	Maercker School Dist. #60	02:310	53
Edwards	Edwards Co. Clerk & Recorder	03:228	121 and 122
Edwards	Edwards Co. Supervisor of Assessments	09:124	21 and 22
Fulton	City of Canton	10:263	208 - 214 and 406
Jefferson	Village of Ina	06:300	27 - 32
Kankakee	Bourbonnais Elementary School Dist. #53	95:213	76
Lake	Lake Villa Police Dept.	90:233	32 - 40
Macon	Decatur Twp.	07:004	120
Madison	Troy Fire Protection Dist.	92:130	20 - 25
McLean	City of Bloomington	08:136	905
Monroe	Columbia Public Library	08:245	30 - 33
Richland	Clay, Crawford, Jasper, Lawrence, & Richland Cos. ROE #12	03:254	67 - 70
St. Clair	City of Fairview Heights	95:106	2-58 and 2-59
St. Clair	Belleville City Police	95:185	20 - 26
Stephenson	Northwest Special Education Cooperative	00:204	53
Winnebago	Loves Park Police Dept.	98:263	30 - 34

AMENDMENTS:

<u>County</u>	<u>Agency</u>	<u>Application #</u>	<u>Amendment Item #'s</u>
Adams	Burton Twp.	02:057	2, 3, and 5
Edwards	Edwards Co. Supervisor of Assessments	09:124	10
Jefferson	Village of Ina	06:300	21
Lake	Village of Lake Zurich	04:299	8

Madison	Troy Fire Protection Dist.	92:130	8
Will	Sunny Hill Nursing Home of Will Co.	06:316	412

The date of the next meeting of the Downstate Local Records Commission is Tuesday, January 3, 2012. Jack Ahola made a motion to adjourn and Dave Joens seconded that motion. The meeting adjourned at 10:13 A.M.

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