

STATE RECORDS COMMISSION MEETING

MINUTES

Meeting of February 17, 2021

In light of the corona virus and the governor's proclamation waiving certain requirements of the Open Meetings Act, the February 17, 2021 meeting of the State Records Commission was held by conference call after proper notice had been posted on the website of the Illinois State Archives.

Commission members present were: Chairman David Joens, designee of Secretary of State Jesse White; Cortez Gillespie, representing Comptroller Susana A. Mendoza; Joanna Coll, representing State Treasurer Michael W. Frerichs; Robert Osgood, representing Director Janel Forde of the Department of Central Management Services; Lynn Patton, representing Attorney General Kwame Raoul; and Ian Hunt, the designee of State Historian's Office and Secretary of the Commission.

State Archives staff members present were: Rochelle Joseph, Carol Moreno, Robert Boots, Cathy Popovitch, Corinne Mayfield, Josh Hackel, Karen Mizeur and Travis Schweitzer.

Attending from the Department of Innovation & Technology was: Josue Barba.

Wendy Butler, Director of Governmental Affairs for Central Management Services, was in attendance.

Agency representatives attending were Grace Capranica and Cory Pickett from the Illinois Department of Transportation; Brian Brewer from Department of Human Services; Jessica Acree and Marilyn Johnson from Secretary of State Business Services; Sarah Garner from Northern Illinois University; and Linda Norbut Suits from the Capital Development Board.

The meeting was called to order by Mr. Joens at 9:30 a.m. Mr. Joens noted that the meeting was being held by conference call due to the current emergency and an in-person meeting was not practical or prudent. He also noted that he was physically in the John Daly Conference Room of the Margaret Cross Norton Building, where the State Records Commission meets. He asked that all members of the body identify themselves when speaking and said the meeting was being recorded, so that a verbatim record of it would exist.

The first item on the agenda was the approval of minutes of December 16, 2020. Ms. Patton made a motion to approve the minutes as written. Mr. Gillespie seconded the motion. The motion carried unanimously on a roll call vote.

Ms. Butler said she wanted to make sure the commission was aware of House Bill 807, which amends the State Records Act. Mr. Joens said he was aware of it and would send a copy of it to the members of the commission.

OLD BUSINESS

Under Old Business was Application No. 20-08 Capital Development Board (Professional Services). This application was deferred at the December 16, 2020 meeting so Archives and CDB staff could address questions about the use and chain of custody of record series contents. Ms. Joseph highlighted the changes made to this application. Ms. Patton had a suggestion for a change on item 1, page 4 in the Record Series Restrictions paragraph. She suggested that “Artists who submit” be inserted before “Artwork” and remove “submitted by artists”. Ms. Coll made a motion to approve Application No. 20-08 as amended. Ms. Patton seconded the motion. The motion carried unanimously on a roll call vote.

New Business

The next item on the agenda was Application No. 20-25 Illinois Department of Human Services (All). Mr. Osgood pointed out a typo on item 1 in the description. “Facilities” should replace “facilitates”. Ms. Patton ask for a clarification on the retention. After discussion, Ms. Patton suggested adding “investigation” to the retention in the phrase “no litigation is pending or anticipated”. The phrase will be “no litigation or investigation is pending or anticipated”. Mr. Gillespie made a motion to approve Application No. 20-25 as amended, seconded by Mr. Hunt. The motion carried unanimously on a roll call vote.

The next item on the agenda was Application No. 20-26 Secretary of State (Business Services). Ms. Patton suggested we add the citation to the end of the first paragraph of the description in item 2. It will be “765 ILCS 1036/40”. Ms. Patton made a motion to approve Application No. 20-26 as amended, seconded by Ms. Coll. The motion carried unanimously on a roll call vote.

The next item on the agenda was Application No. 19-52 Illinois Department of Transportation (All/Agency Wide). Ms. Patton said on item 1, second paragraph of the description, the title for the act referenced on line 6 should be “*Business Enterprise for Minorities, Women, and Persons with Disabilities Act (30 ILCS 575)*”. Ms. Patton asked if grant applications should be listed in the description. After discussion with IDOT representatives and Ms. Mayfield, it was noted that grant applications should be added to the list of contents in the description of item 1. Ms. Patton said that items 2 thru 5 have statutory citations that include “*et seq.*” that should be removed. Ms. Patton said for consistency reasons, we should add a citation to the description paragraph of item 6. Ms. Coll made a motion to approve Application No. 19-52 as amended. Mr. Gillespie seconded the motion. Motion carried unanimously on a roll call vote.

The next item on the agenda was Application No. 20-31 Illinois Department of Transportation (Office of Highways Project Implementation). Mr. Gillespie made a motion to approve Application No. 20-31 as written. Ms. Coll seconded the motion. The motion carried unanimously on a roll call vote.

The next item on the agenda was Application No. 89-23E Northern Illinois University (Administration and Finance). Ms. Patton said on item 205.01 there are statutory citations that include “*et seq.*”. She noted that we should remove “*et seq.*”. Ms. Patton made a motion to approve Application No. 89-23 E as amended. Ms. Coll seconded the motion. Motion passed on a unanimous roll call vote.

The next item on the agenda was Application No. 20-30 Northern Illinois University (All). Ms. Mayfield noted that the description in item 1 included “*et seq.*” that should be removed. Ms. Patton made a motion to approve Application No. 20-30 as amended. Mr. Gillespie seconded the motion. The motion carried unanimously on a roll call vote.

There was no public comment at the meeting.

Mr. Joens thanked everyone for attending today’s meeting, which had some technical difficulties, and he thanks Mr. Barba for his assistance.

Ms. Coll made a motion to adjourn, seconded by Mr. Hunt. Motion carried unanimously on a roll call vote.

The following applications were submitted to the State Records Commission members for consideration.

- 20-08 Capital Development Board
 (Professional Services)
 Approved as Amended

- 20-25 Illinois Department of Human Services
 (All)
 Approved as Amended

- 20-26 Office of the Secretary of State
 (Business Services)
 Approved as Amended

- 19-52 Illinois Department of Transportation
 (All)
 Approved as Amended

- 20-31 Illinois Department of Transportation
 (Office of Highways Project Implementation)
 Approved as Written

- 89-23 E Northern Illinois University
 (Administration and Finance)
 Approved as Amended

- 20-30 Northern Illinois University
 (All)
 Approved as Amended