

## STATE RECORDS COMMISSION MEETING

### MINUTES

Meeting of February 16, 2022

The February 16, 2022 meeting of the State Records Commission was held virtually via 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; Jennifer Olaya, representing State Treasurer Michael W. Frerichs; Cortez Gillespie, representing Comptroller Susana A. Mendoza; Robert Osgood, representing Director Janel Forde of the Department of Central Management Services; Ian Hunt, the designee of State Historian's Office and Secretary of the Commission; and Lee Ann Schoeffel, representing Attorney General Kwame Raoul.

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

Agency representation were Erin Sheffner and Veronica Blair with Governors State University, Margaret Norman with University of Illinois, and Jennifer Sager and Kim Rockford with Illinois Department of Revenue.

Mr. Joens called the meeting to order at 9:30 a.m.

The first item on the agenda was the approval of minutes of January 19, 2022. Ms. Schoeffel noted some corrections. On page 1 of the minutes, line 29 she said "commission" should be capitalized. On line 6 of page 2, she said there should be a comma between "federal" and "state". Ms. Olaya made the motion to approve the minutes as amended, seconded by Ms. Schoeffel. The motion carried unanimously on a roll call vote.

### OLD BUSINESS

There was no old business.

### New Business

The first item on the agenda was 86-25D Governors State University (All/Agency-Wide). Ms. Schoeffel said since the contents refer to "donor lists/ledgers" in the description, the retention should include "ledgers." Mr. Gillespie made a motion to approve Application No. 86-25D Governors State University as amended, seconded by Mr. Osgood. Motion carried unanimously on a roll call vote.

The next item on the agenda was Application No. 14-81A University of Illinois (All Administrative, Service, Campus, College, and Departmental Units). Mr. Hackel said in Retention "A", line 5 the word "longer" should be changed to "later". Ms. Schoeffel made a motion to

approve Application No. 14-81A University of Illinois as amended. Mr. Hunt seconded the motion. Motion carried on a unanimous roll call vote.

The next item on the agenda was Application No. 21-14 University of Illinois (All Administrative, Service, Campus, College and Departmental Units). Ms. Schoeffel said Item 2 Administrative Records for Employment Searches lists “senior administrative searches” in the retention but the prior application referenced “senior academic administrative positions.” She asked if this was more inclusive or just a change in the term. Ms. Norman said it was just a change in the term. On item 3, Ms. Schoeffel said the retention refers to “I-9 and work authorization reports and documents” and the item that this is superseding lists “I-9 and E-Verify documents”. She asked if work authorization reports and documents are inclusive of E-Verify. Ms. Norman said I-9 is inclusive of E-Verify. She said it is an issue of I-9 being within E-Verify system and the work authorization reports and documents are an addition. On item 4, Ms. Schoeffel said the retention refers to “VETS 4212 reports” but the retention that is being superseded refers to “VETS 100 reports.” Ms. Norman said that the report number had changed. Mr. Joens said that since form numbers could change, we should use the term “VETS reports” making them all-inclusive. Ms. Schoeffel said on the same number, paragraph B the, the prior retention mentioned “Summary Reports of Claims and Cases”. She asked if they are still included by the description. Mr. Joens said those are still search waiver documents. On item 8, Ms. Schoeffel said it refers to “Family Medical Leave Act” and the correct term is “Family and Medical Leave Act.” She said the change needs to be made in the description and the retention. Ms. Schoeffel said that in item 13 of Application No. 13-42 which is being superseded, the content listed “Institutional Review Board (IRB) number as relevant”. She asked if that was included in the new application. It is listed in the arrangement but Ms. Norman said that it was not needed to be noted as a filing arrangement. Ms. Olaya made a motion to approve Application No. 21-14 as amended, seconded by Mr. Gillespie. Motion carried on a unanimous roll call vote.

The next item on the agenda was Application No. 21-25 Illinois Department of Revenue (Legal Services). Ms. Schoeffel said that on item 1 in the Note paragraph, she would insert “exempt from” on the second line between “extent” and “provided”. She said at the end of that line “Illinois” is not part of the statutory name so it should not be italicized. Ms. Schoeffel said the same changes should be made to item 2. Ms. Schoeffel asked about why it was proposed to change the retention on item 2 from permanent to 10 years. Ms. Sager replied that this had been a request from the State Archives, which houses the permanent records. She said her department did legal research on it and determined that the records did not need to be kept permanently. Ms. Schoeffel ask if redacted copies of a private letter ruling are in the Illinois Register. Ms. Sager said they are and are available in the Register if someone decides to research them. On item 4, Agency Rulemaking Files, Ms. Schoeffel had a question for clarification. She ask if the files are just relating to the adopted Rule Makings that are filed with Secretary of State. Ms. Sager confirmed that they are. Ms. Schoeffel said that in the description paragraph, third line, “Administrative Rules for” should not be italicized and “Administrative Rules” should not be capitalized. Ms. Schoeffel made a motion to approve Application No. 21-25 as amended, seconded by Mr. Hunt. Motion carried unanimously on a roll call vote.

The next item on the agenda was Application No. 21-36 Illinois Department of Revenue (Agency-Wide, All Divisions and Bureaus). Ms. Schoeffel ask Ms. Sager if Revenue used the Julian date.

Ms. Sager said staff did. Mr. Gillespie made a motion to approve Application No. 21-36 as written, seconded by Ms. Olaya. Motion carried unanimously on a roll call vote.

The next item on the agenda was Application No. 21-38 Illinois Department of Revenue (Agency-Wide, All Divisions and Bureaus). Ms. Schoeffel made a motion to approve Application No. 21-38 as written, seconded by Ms. Olaya. Motion carried unanimously on a roll call vote.

There were no comments from the public.

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

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

- 86-25D      Governors State University  
(All/Agency-Wide)  
*Approved as Amended*
  
- 14-81A      University of Illinois  
(All Administrative, Service, Campus, College and Departmental Units)  
*Approved as Amended*
  
- 21-14        University of Illinois  
(All Administrative, Service, Campus, College and Departmental Units)  
*Approved as Amended*
  
- 21-25        Illinois Department of Revenue  
(Legal Services)  
*Approved as Amended*
  
- 21-36        Illinois Department of Revenue  
(Agency-Wide, All Divisions and Bureaus)  
*Approved as Written*
  
- 21-38        Illinois Department of Revenue  
(Agency-Wide, All Divisions and Bureaus)  
*Approved as Written*