

STATE RECORDS COMMISSION MEETING

MINUTES

Meeting of March 16, 2022

The March 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 Brian Brewer with Illinois Department of Human Services and Marlyn Flores with Office of the State Treasurer.

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

The first item on the agenda was the approval of minutes of February 16, 2022. Ms. Schoeffel noted some corrections. On page 2, line 34, Ms. Schoeffel said we should replace "registered" with "in the Illinois Register". She also noted that "register" should be capitalized in line 35. Mr. Hunt made a motion to approve the minutes from February 16, 2022 as amended. Mr. Gillespie seconded the motion. Motion carried unanimously on a roll call vote.

OLD BUSINESS

There was no old business.

New Business

The first item on the agenda was Application No. 22-01 Illinois Department of Human Services (All/Agency-Wide). Ms. Schoeffel suggested that in the retention we insert "paper records" in the first line of the first paragraph after "Retain". Mr. Gillespie made a motion to approve Application No. 22-01 as amended, seconded by Mr. Osgood. Motion carried unanimously on a roll call vote.

The next item on the agenda was Application No. 20-20F Office of the State Treasurer (Financial Products). Ms. Schoeffel noted that in the title for item 501.01 in the parenthetical there is a reference to Bright Start and Bright Start Directions. In the rest of the schedule, it is referred to as Bright Start and Bright Directions. She suggested removing "Start" from the title if that was correct. Ms. Flores said the 529 College Savings Program consists of two parts: Bright Start and Bright Directions. We will remove "Start" from the title. Ms. Schoeffel said that in the third

paragraph of the description there are references to meetings, meeting reports and procurement meeting files. She asked if these meetings are subject to the Open Meetings Act. Ms. Flores said that they are not. Ms. Schoeffel said that in the applicable statutory citations paragraph the first citation should read “(15 ILCS 505/16.5)”. She also said we should remove the italics from “*College Savings Pool*” and delete the second reference to that statutory title. Ms. Schoeffel recommended that in the parenthetical information following “*Internal Revenue Code*” citation, we take the italics off “*Qualified tuition programs.*” Ms. Schoeffel said in item 501.02 in the applicable statutory citations paragraph, she had the same suggestions regarding the State Treasurer Act provision. She also said to strike “*Illinois*” from “*Illinois College Savings Pool.*” Ms. Schoeffel made a motion to approve Application No. 20-20F as amended, seconded by Mr. Gillespie. Motion carried unanimously on a roll call vote.

There were no comments from the public.

Mr. Joens noted that this is Mr. Osgood’s last meeting and he thanked him for his service.

Mr. Osgood 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.

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| 22-01 | Illinois Department of Human Services
(All/Agency-Wide)
<i>Approved as Amended</i> |
| 20-20F | Office of the State Treasurer
(Financial Products)
<i>Approved as Amended</i> |