

## **STATE RECORDS COMMISSION MEETING**

### **MINUTES**

Meeting of April 21, 2021

In light of the corona virus and the governor's proclamation waiving certain requirements of the Open Meetings Act, the April 21, 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; Felicia Page, 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, Corinne Mayfield, Josh Hackel, Karen Mizeur and Travis Schweitzer.

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

Agency representatives attending were Grace Capranica and Cory Pickett from the Illinois Department of Transportation. Representatives attending from Secretary of State Police were Paula Crisp and Logan Schuering.

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 March 17, 2021. Ms. Patton noted one typo that needed to be corrected. It is on page 1, line 35. Instead of "a Department of Insurance", it should read "the Department of Insurance". Mr. Osgood made a motion to approve the minutes as amended. Mr. Hunt seconded the motion. 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 Application No. 20-27 Illinois Department of Transportation (All/Agency-Wide). Referring to the retention of item 1, Ms. Patton asked why there is a difference of 25 years on the retention between records dated November 30, 2013 and before and records dated December 1, 2013 and after. Ms. Capranica said a tax issuance compliance took effect beginning in December 2013, which required the change in the retention. She said everything moving forward needed to be kept 35 years. Ms. Patton asked what “paragraph C” was referring to in the supersession paragraph of item 3. Ms. Mayfield said it is referring to Application No. 17-66 retention paragraph C. For clarification purposes, we will insert “Application No. 17-66, item 1” before paragraph C. Mr. Gillespie made a motion to approve Application No. 20-27 Illinois Department of Transportation as amended, seconded by Ms. Page. Motion carried unanimously on a roll call vote.

The next item on the agenda was Application No. 21-08 Illinois Department of Transportation (All/Agency-Wide). Ms. Patton asked if the retention for item 1 is in calendar years because it is by fiscal year in the superseded application. Ms. Mayfield said it is calendar years. Ms. Capranica said that calendar years works better for the system and procedures they have in place. Ms. Patton said the title and the description paragraphs in item 1 refer only to “vehicle” but the retention also refers to “equipment”. After discussion, Ms. Mayfield suggested changing the retention to “vehicle and/or equipment”. On item 3 Ms. Patton asked for clarification on the supersession paragraph referring to Application No. 65-40, item 7. Ms. Capranica said it was referring to the labor on the equipment. Mr. Hunt made a motion to approve Application No. 21-08 Illinois Department of Transportation as amended, seconded by Ms. Page. Motion carried unanimously on a roll call vote.

The next item on the agenda was Application No. 21-06 Secretary of State (Police-Parking). Ms. Patton said that on item 2, subsection B, the citation to the Secretary of State Act refers to subsection 12 (a) and (b). She said that since (a) and (b) are the only two subsections in subsection 12, they could be removed. Ms. Patton said subsection “C” refers to “Inter-Agency” agreements with individuals and private entities. She said it isn’t possible to have an inter-agency agreement with individuals or private entities, so recommended striking “Inter-Agency” from the description and the retention. Mr. Gillespie made a motion to approve Application No. 21-06 as amended. The motion was seconded by Ms. Patton. Motion carried unanimously on a roll call vote.

The next item on the agenda was Application No. 21-09 Secretary of State (Police – Administration). Ms. Patton asked for clarification on what qualified as “termination” as it is referenced in the retention. Ms. Crisp said it would be leaving in general. Ms. Patton made a motion to approve Application No. 21-09 as written, seconded by Ms. Page. Motion carried unanimously on a roll call vote.

## **Public Comment**

Mr. Barba expressed his gratitude to Mr. Boots for his continued support.

Mr. Gillespie 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.

20-27 Illinois Department of Transportation  
(All/Agency-Wide)  
Approved as Amended

21-08 Illinois Department of Transportation  
(All/Agency-Wide)  
Approved as Amended

21-06 Secretary of State  
(Police-Parking)  
Approved as Amended

21-09 Secretary of State  
(Police-Administration)  
Approved as Written