

STATE RECORDS COMMISSION MEETING

MINUTES

Meeting of May 18, 2022

The May 18, 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; Sean Coombe, 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: Rochelle Joseph, Carol Moreno, Corinne Mayfield, Josh Hackel, Karen Mizeur, Cathy Popovitch and Travis Schweitzer.

Agency representation were Mary Jo Long and Dahra Parenteau with Department of Children and Family Services; and Robert Cox, Heather Witmer, and Steve Hopkins with Illinois Department of Public Health.

Mr. Joens called the meeting to order at 9:33 a.m.

The first item on the agenda was the approval of minutes of April 20, 2022. Ms. Schoeffel suggested a couple of changes. She said on page 2, line 2, the words "they are" could be removed. She also noted her name is misspelled on page 2, line 33. Ms. Schoeffel made a motion to approve the minutes as amended, seconded by Ms. Olaya. 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. 22-02 Department of Children and Family Services. Ms. Schoeffel said that in each item where there is a reference to "*Children and Family Services Act*" at (20 ILCS 505) "Department of" should be removed because it is not part of the statutory name. She said that throughout the application where there is a reference to IL Administrative Code and to a part, we should include the word "part". On Item 100.01, in the second paragraph, line 5, we should insert "part" before "325". In the last line of the first paragraph of the description, there is a reference to "federal/State laws". Ms. Schoeffel said we should remove the capital from "State" to remain consistent. Ms. Schoeffel said in the retention there is a bracket missing at the end. Ms. Schoeffel said that in item 300.01 in item 5 of the description, there is reference to "Copies of memorandums". She suggested that we change it to "memoranda". Ms. Schoeffel said that in item 100.02 there is a proposed retention of 20 years. She asked if these

records fall under (89 Ill. Adm. Code Part 431) which is referenced in the description and said the there is a 50 year retention for specific records noted in sub section 431.30. Ms. Long said that these records are extraordinary consents that are provided by only the DCFS Guardianship Administrator and Ms. Mayfield said the records Ms. Schoeffel is referring to are scheduled under Application No. 19-19 DCFS. Ms. Mayfield requested that in the retentions of items 100.02, 200.02, and 300.01 “physical” be changed to “paper” in reference to type of records. Mr. Hunt made a motion to approve Application No. 22-02 as amended, seconded by Mr. Gillespie. The motion carried unanimously by a roll call vote.

Mr. Joens expressed his appreciation to staff from DCFS for its work on this schedule and also to the staff of IDPH for its work on the following schedule. He also commended Ms. Mayfield for completing these applications. Ms. Long expressed her gratitude to Ms. Mayfield for her assistance and Ms. Parenteau spoke of her appreciation to Ms. Mayfield as well.

The next item on the agenda was Application No. 22-08 Illinois Department of Public Health. Ms. Olaya asked on item 100.02 if it was fiscal years or calendar years referenced in the retention. It is fiscal years. Ms. Olaya asked what “accession sheets” are. Mr. Cox said that they are submission forms that come in requesting that certain testing be performed. Ms. Olaya asked Mr. Cox what “instrument preventive maintenance” records are as referenced in item 300.02. He said they are logs for equipment used in the testing process. They are records of checks performed on the equipment. Ms. Olaya said that on item 400.01 the title should be Centers for Disease Control and Prevention. Ms. Olaya ask if on item 600.03 email addresses were included on the form. Mr. Cox and Mr. Hopkins said they are not included on the form. Ms. Schoeffel said that in item 200.01, in the last line of the first paragraph of the description, we should add “Part” before “661”. In item 200.03 in the first paragraph where there is reference to administrative code part, we should add “Part” there also before “450”. In item 300.02, Ms. Schoeffel suggested we add “Part” to that administrative code before “775”. In item 400.01, Ms. Schoeffel suggested adding “Part” before “73” in reference to (42 C.F.R. 73). She said we should make similar changes to item 600.01 in the reference to corresponding administrative code, adding “part” before 775. She suggested the same in (77 Ill. Adm. Code 465, Subpart B). Mr. Gillespie made a motion to approve Application No. 22-08 as amended, seconded by Mr. Hunt. Motion carried unanimously on a roll call vote. Mr. Joens thanked IDPH staff for joining the meeting. They commended Ms. Mayfield.

There were no comments from the public.

Mr. Coombe made a motion to adjourn, seconded by Mr. Gillespie. Motion carried unanimously on a roll call vote.

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

22-02 Department of Children and Family Services
 (Office of the DCFS Guardian/Guardianship Administrator)
 Approved as Amended

22-08 Illinois Department of Public Health
 (Office of Disease Control)
 Approved as Amended