

STATE RECORDS COMMISSION MEETING

MINUTES

Meeting of July 21, 2021

In light of the corona virus and the governor's proclamation waiving certain requirements of the Open Meetings Act, the July 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.

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

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

Agency representation were: Cori Pickett representing Illinois Department of Transportation; Jeff Swaney, David Knauer and Amy Williams representing Secretary of State (Police-Records Section); Lori Canterbury representing Illinois Emergency Management Agency; Danielle Martinez and Tom Newman representing State Board of Elections; Cheryl Stine and Ben Denney representing Department of Commerce and Economic Opportunity, and Mindy Kinder and Jeff Bennett representing Teachers' Retirement System.

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 May 19, 2021. Ms. Patton made a motion to approve the minutes as written. Ms. Page seconded the motion. The motion carried unanimously on a roll call vote.

OLD BUSINESS

The first item on the agenda under old business was App. No. 21-10 Secretary of State (Police). This application was deferred at the 5/19/2021 meeting. Ms. Patton said that her concerns were addressed and made a motion to approve Application No. 21-10 Secretary of State (Police). Mr. Gillespie seconded the motion. Motion carried unanimously on a roll call vote.

The second item on the agenda under old business was Application No. 18-09A Secretary of State (Police). This application was deferred at the 5/19/2021 meeting. Ms. Patton confirmed that her concerns were addressed. Mr. Gillespie made a motion to approve Application No. 18-09A, seconded by Mr. Hunt. Motion carried unanimously on a roll call vote.

New Business

The first item on the agenda under new business was Application No. 21-13 Illinois Department of Transportation (All). Ms. Patton made a motion to approve Application No. 21-13 Illinois Department of Transportation as written, seconded by Ms. Page. Motion carried unanimously on a roll call vote.

The next item on the agenda was Application No. 21-16 Illinois State Police (Justice Services). For clarification purposes, Ms. Patton ask if we could insert “may” after “materials and” in the description paragraph and drop the “s” from “outsources” making it “outsource”. Ms. Patton made a motion to approve Application No. 21-16 Illinois State Police as amended, seconded by Mr. Osgood. Motion carried unanimously on a roll call vote.

The next item on the agenda was Application No. 88-50JJ Illinois Emergency Management Agency (Bureau of Preparedness and Grants Administration). Ms. Patton asked for a definition of *final closure* in the second paragraph on the 3rd page of the retention. Ms. Canterbury said it is a federal grant that runs through FEMA. Ms. Patton said when she looked at C.F.R. citation and IL admin. code cited, it didn’t sound like there is a final closure date. She suggested removing “final closure of the grant occurred,” and inserting” final expenditure report or the quarterly or annual financial report for the grant, whichever is applicable, is submitted”. Mr. Hunt made a motion to approve Application No. 88-50JJ Illinois Emergency Management Agency as amended, seconded by Mr. Gillespie. Motion carried unanimously on a roll call vote.

The next item on the agenda was 99-44C Illinois Emergency Management Agency (Bureau of Preparedness and Grants Administration). Ms. Patton said she had the same comment for this application as she did for the previous. The same changes should be made to all three items on this application. Ms. Page made a motion to approve Application No. 99-44C Illinois Emergency Management Agency as amended, seconded by Mr. Gillespie. Motion carried unanimously on a roll call vote.

The next item on the agenda was Application No. 14-63A Department of Commerce and Economic Opportunity (Office of Business Development). Ms. Patton said on page 2, paragraph “C”, “contacts” should say “contracts”. She also said we should change “with” to “and any” in reference to exhibits in paragraph C. It will read “agreements/contracts and any exhibits”.

Ms. Patton asked in paragraph D if TIF ward would be considered to be a public body within the meaning of the open meetings act. Mr. Denney said it would. After discussion on maintaining these records, Mr. Joens suggestion we add something to the 2nd paragraph of the retention. It should be similar to ”retain agendas and meeting minutes subject to the open meetings act permanently at the State Archives”. IL State Archives staff will review and weed the remainder of such record series transfers.” The Reference paragraph, 7th and 8th line, “local governmental council approves”, brought on a discussion about municipalities. Mr. Denney confirmed that the citation applies to only municipalities. Since villages have boards, it was decided to use the term “municipalities corporate authorities approve”, dropping the initial “s” on approves. DCEO representatives were in agreement. Ms. Page made a motion to approve Application No. 14-63A Department of Commerce and Economic Opportunity as amended, seconded by Mr. Gillespie. Motion carried unanimously on a roll call vote.

The next item on the agenda was Application No. 21-15 State Board of Elections (Campaign Disclosure). Ms. Mayfield noted one change on the retention for item 3. She said to strike the word “revocation”. It is not an option for these records. Ms. Patton made a motion to approve Application No. 21-15 as amended, seconded by Mr. Gillespie. Motion carried unanimously on a roll call vote.

The next item on the agenda was Application No. 18-68C Teachers’ Retirement System (Employer Services). Ms. Patton ask about two sections cited in the 2nd paragraph of item 500.01. She said 5/15-198 and 5/15-202 refer to State Universities Retirement System. Ms. Moreno will look into these and correct or remove them. (Note: they were removed). Ms. Patton said the term “member and employee” are both used in the item. In order to be consistent she recommended that only the term member be used. Mr. Gillespie made a motion to

approve Application No. 18-68C Teachers' Retirement System as amended, seconded by Mr. Hunt. Motion carried unanimously on a roll call vote.

Then next item on the agenda was Application No. 21-21 Secretary of State (Drivers). Ms. Patton said that on line 7 in the first paragraph of the description, there was a reference to a C.F.R. citation that was missing the title/volume number. It will be added. There was discussion on the retention and when the records for successful applications would be destroyed. After discussion, Mr. Joens said we could add "renewal" to the retention along with license denial, cancellation etc. Mr. Hunt made a motion to approve Application No. 21-21 Office of the Secretary of State (Driver Services) as amended, seconded by Mr. Osgood. Motion carried on a unanimous roll call vote.

Then next item on the agenda was Application No. 21-24 Office of the Senate (Secretary of the Senate). Ms. Patton had the same comment for all of the items. She asked what the trigger was for these items. It was decided to amend the retention to two (2) years "after the fiscal year" for items 1, 2, 3, and 4, both paragraphs. For Item 5 it will be added after "after case closure".

Mr. Joens noted that the Senate does not fall under the State Records Act so it doesn't have to come in for an approved application. He commended the Senate for wanting to have a paper trail and for following standard practices for its financial records. Ms. Patton made a motion to approve Application No. 21-24 Office of the Senate as amended, seconded by Mr. Gillespie. Motion carried unanimously on a roll call vote.

There was no public comment at the meeting.

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

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

- 21-10 Secretary of State
(Police-Records)
Approved
- 18-09A Secretary of State
(Police)
Approved
- 21-13 Illinois Department of Transportation
(All)
Approved as Written
- 21-16 Illinois State Police
(Justice Services)
Approved as Amended
- 88-50JJ Illinois Emergency Management Agency
(Bureau of Preparedness and Grants Administration)
Approved as Amended
- 99-44C Illinois Emergency Management Agency
(Bureau of Preparedness and Grants Administration)
Approved as Amended
- 14-63A Department of Commerce and Economic Opportunity
(Office of Business Development)
Approved as Amended
- 21-15 State Board of Elections
(Campaign Disclosure)
Approved as Amended
- 18-68C Teachers' Retirement System
(Employer Services)
Approved as Amended
- 21-21 Secretary of State
(Drivers)
Approved as Amended
- 21-24 Office of the Senate
(Secretary of the Senate)
Approved as Amended