

STATE RECORDS COMMISSION MEETING

MINUTES

Meeting of August 18, 2021

The August 18, 2021 meeting of the State Records Commission was held virtually via audio/video conference (Webex) 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; 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.

Commission member absent was Cortez Gillespie, representing Comptroller Susana A. Mendoza.

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 and Keeva Bailey Mosby.

Agency representation was: Mary Matheny representing Central Management Services; Charles Good, Vicky Fowler, and Mark Johnson representing Illinois Department of Natural Resources.

The meeting was called to order by Mr. Joens at 9:30 a.m.

The first item on the agenda was the approval of minutes of July 21, 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

There was no old business.

New Business

The first item on the agenda under new business was Application No. 21-20 Central Management Services (Bureau of Strategic Sourcing). Ms. Patton asked if there should be an amount listed on annual accumulation. After discussion, it was decided to add an amount, either "closed dated" or "0". Ms. Patton ask if "SAP" stood for something, referencing the second paragraph in the description. Ms. Matheny said she was not certain what it stood for. Mr. Barba said it is a company name. Mr. Joens said that if we can get a formal name we will add it to the application. There was discussion on what were categories and subcategories in paragraph 3 of the retention. Ms. Matheny said that "under Review OMB" and "Procurement Released by

OMB” are different things. A comma will be added where necessary. After discussion on “approved” status and not migrated, Mr. Hackel said that they are duplicates and not a record. We will add “not migrated” after “Approved”. Mr. Hunt made a motion to approve Application No. 21-20 Central Management Services as amended, seconded by Ms. Page. Motion carried unanimously on a roll call vote.

The next item on the agenda was Application No. 21-22 Department of Natural Resources (Agency-Wide). Ms. Patton wanted to clarify that the copy that is made and placed in the personnel file at DNR is not a part of this application but is covered by Application No. 01-41, item 1. Mr. Joens ask Ms. Moreno to note this in the second sentence of the description. Ms. Page made a motion to approve Application No. 21-22 Department of Natural Resources as amended, seconded by Mr. Osgood. Motion carried unanimously on a roll call vote.

The next item on the agenda was Application No. 21-28 Illinois Department of Public Health (Vital Records). Ms. Patton noted a space that needed to be added to the retention between “Code” and “4400.40”. She also said that we should add the citation for *Freedom of Information Act* in the description paragraph. It will be [5 ILCS 140]. Mr. Joens said there was a typo under Note. It should be “Statute” instead of “Statue”. Ms. Page made a motion to approve Application No. 21-28 Illinois Department of Public Health as amended, seconded by Mr. Hunt. Motion carried unanimously on a roll call vote.

The last item on the agenda was 15-58A University of Illinois (McKinley Health Center). Mr. Joens said that he and Mr. Hackel had spoken previously about adding electronic numbers to accumulation. Mr. Hackel said the cubic feet would be converted to 2 Gigabytes. Mr. Hunt made a motion to approve Application No. 15-58A University of Illinois as written, seconded by Ms. Page. Motion carried unanimously on a roll call vote.

There was no public comment at the meeting.

Ms. Page 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.

- 21-20 Central Management Services
 (Bureau of Strategic Sourcing)
 Approved as Amended

- 21-22 Department of Natural Resources
 (Agency-Wide)
 Approved as Amended

- 21-28 Illinois Department of Public Health
 (Vital Records)
 Approved as Amended

- 15-58A University of Illinois
 (McKinley Health Center)
 Approved as Written