

STATE RECORDS COMMISSION MEETING

MINUTES

Meeting of September 15, 2021

The September 15, 2021 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; Felicia Page, 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; and Ian Hunt, the designee of State Historian's Office and Secretary of the Commission.

Commission member absent was Lynn Patton, representing Attorney General Kwame Raoul.

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

Agency representation were: Stephen Rotello and Joe Kim from Executive Ethics Commission; Cori Pickett and Linda Schumm from Illinois Department of Transportation; and Jessica Acree from Secretary of State Business Services.

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

The first item on the agenda was the approval of minutes of August 18, 2021. Mr. Osgood 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. 20-20C Office of the State Treasurer (Legal). Ms. Moreno requested an amendment to item 600.01 Freedom of Information Act (FOIA) Request Files. She asked that the boilerplate language for a FOIA retention be added. That language is: "No request for review is pending with the Attorney General's Public Access Counselor" and will be inserted into the retention A and B after "if necessary". Mr. Gillespie made a motion to approve Application No. 20-20C Office of the State Treasurer as amended, seconded by Ms. Page. Motion carried unanimously on a roll call vote.

The next item on the agenda was Application No. 21-01 Executive Ethics Commission (Chief of Finance and Administration). Mr. Joens noted that this was a closed dated retention request for paper records only and that the Executive Ethics Commission will be coming before the State

Records Commission at a later date to schedule these records in their electronic format. Mr. Hunt made a motion to approve App. No. 21-01 as written seconded by Gillespie. Motion carried unanimously on a roll call vote.

The next item on the agenda was Application No. 21-23 Illinois Department of Transportation (Office of Finance and Administration). Mr. Gillespie made a motion to approve App. No. 21-23 as written. Mr. Hunt seconded the motion. The motion carried unanimously on a roll call vote.

The next item on the agenda was Application No. 21-26 Illinois Department of Transportation (Office of Finance and Administration). Mr. Gillespie made a motion to approve App. No. 21-26 Illinois Department of Transportation as written. The motion was seconded by Mr. Osgood. The motion carried unanimously on a roll call vote.

The last item on the agenda was Secretary of State (Business Services: Trademark/Service mark). Mr. Joens noted that this was something the State Archives had requested from Business Services. The previous retention had been permanent for different types of records, not all of which had a permanent value. He said this proposal separated the permanent value items of trademarks from the non-permanent items and better reflected the business processes of Business Services. Mr. Hunt made a motion to approve App. No. 21-27 as written. The motion was seconded by Ms. Page. The 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. The motion carried unanimously on a roll call vote.

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

- 20-20C Office of the State Treasurer
(Legal)
Approved as Amended

- 21-01 Executive Ethics Commission
(Chief Procurement Office for General Services)
Approved as Written

- 21-23 Illinois Department of Transportation
(Office of Finance and Administration)
Approved as Written

- 21-26 Illinois Department of Transportation
(Intermodal Project Implementation)
Approved as Written

- 21-27 Secretary of State
(Business Services: Trademark/Service mark)
Approved as Written