

STATE RECORDS COMMISSION MEETING

MINUTES

Meeting of November 17, 2021

The November 17, 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; Ian Hunt, the designee of State Historian's Office and Secretary of the Commission; and Lynn Patton, representing Attorney General Kwame Raoul.

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

Agency representation was Linda Ballard from Illinois Department on Aging, Bruce Ackers with Western Illinois University, and Josue Barba, Charlita Bronson and Dale Walters from Department of Innovation and Technology.

Mr. Joens called the meeting to order at 9:32 a.m.

The first item on the agenda was the approval of minutes of October 20, 2021. Ms. Patton made a motion to approve the minutes as written. 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 under new business was the proposed meeting dates for 2022. Mr. Joens said the meetings are held on the third Wednesday of each month. Ms. Patton made a motion to accept the meeting dates. Mr. Hunt seconded the motion. Motion carried unanimously on a roll call vote.

The first application on the agenda was Application No. 21-12 Western Illinois University –Quad Cities Campus (WIU – QC). Mr. Joens noted this is the first application for Western Illinois University. Ms. Patton said that in item 120.02, retention B has “after final adjournment” and retention A has “until adjournment”. Ms. Patton suggested adding “final” to retention A. On item 200.01, Ms. Patton ask if “media contracts” was correct in the second paragraph of the description. After discussion, Mr. Joens suggested removing that phrase from the description. On item 300.01. Ms. Patton ask what “routine documents” would be as referenced in the retention. Ms. Mayfield explained that in the past they have used “routine documents” to differentiate from records such as blueprints. She said that with the small amount of volume, she would suggest eliminating the weeding provision and making this record series all permanent. Ms. Patton said we should add “WQPT” to the title before “Station” of item 500.01 since it is in the other titles in this series. On that same item, Ms. Patton ask how “OR” works in the retention. Ms. Mayfield said “OR” should be removed. Ms. Page made a motion to approve Application No. 21-12 as amended, seconded by Mr. Hunt. Motion approved unanimously on a roll call vote.

The next item on the agenda was Application No. 21-17 Department of Innovation Technology (Telecom – Provisioning). Ms. Patton said that in the retention, it talks about Provisioning Order but it does not refer to that in the description. Mr. Walters said that the intention was to specify Provisioning Orders. Mr. Joens suggested inserting “Provisioning” in parenthesis between “Telecommunications” and “orders” in the description. Mr. Gillespie made a motion to approve Application No. 21-17 as amended. Mr. Gillespie seconded the motion. Motion carried unanimously on a roll call vote.

The next item on the agenda was Application No. 21-18 Department of Innovation and Technology (Customer Support – Enterprise Change Management). Ms. Patton said in the items on this application, there were similar issues as there was with the previous application. Each retention has a phrase used that is not in the description. Item 1 has “change request” listed in the retention however “request for changes” was listed in the description. Mr. Joens said we would change “request for change” in the description to “change request”. In item 2, third line of the description, “Incident” should be inserted before “ticket” with “ticket” being capitalized and in item three, “service requests” should be replaced with “Work Order”. Mr. Gillespie made a motion to approve Application No. 21-18 as amended, seconded by Mr. Osgood. Motion carried on a unanimous roll call vote.

The next item on the agenda was Application No. 21-19 Department of Innovation and Technology (Property Control). Ms. Patton made a motion to approve Application No. 21-19 as written. Mr. Gillespie seconded the motion. Motion carried unanimously on a roll call vote.

The next item on the agenda was Application No. 21-29 Illinois Department on Aging (Agency-Wide). Ms. Page made a motion to approve Application No. 21-29 as written, seconded by Mr. Gillespie. Motion approved on a unanimous roll call vote.

The next item on the agenda was Application No. 21-31 Illinois Department on Aging (Home and Community Services). Ms. Patton said that in the description of item 1 there were closing parentheticals missing. The first is in paragraph A, second to the bottom line after “assignments”, and the second is in paragraph B, second to the bottom line after “Director”. Ms. Patton asked if the Administrative Code citations noted in the supersession paragraph were referencing the records commission rule in the retention. Ms. Moreno said they were. Ms. Patton made a motion to approve Application No. 21-31 as amended, seconded by Ms. Page. Motion carried unanimously on a roll call vote.

The next item on the agenda was Application No. 21-32 Illinois Department on Aging (Legal-Office of the General Counsel). Ms. Patton said on item 3, we should add “(RD)” to the first paragraph of the description between “Door” and “Files” as it is used in the retention. Ms. Patton said on item four “Administrative Rules for” should not be italicized or capitalized because it is not part of the rulemaking title. In that same paragraph, Ms. Patton said we should remove “.1000” from the Adm. Code. Ms. Patton made a motion to approve Application No. 21-32 as amended, seconded by Mr. Gillespie. Motion carried unanimously on a roll call vote.

The last item on the agenda was Application No. 21-35 Illinois Department on Aging (Adult Protective Services Program). Ms. Moreno said the supersession language in item 3 needs to be added to note that the retention period is decreasing from 6 years to 5 years of the first and second superseded items and that we are discontinuing the State Records Center transfer provision. Mr. Gillespie made a motion to approve Application No. 21-35 as amended. Ms. Page seconded the motion. Motion carried unanimously on a roll call vote.

There were no comments from the public.

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.

- 21-12 Western Illinois University – Quad Cities Campus
(WIU - QC)
Approved as Amended

- 21-17 Department of Innovation and Technology
(Telecom - Provisioning)
Approved as Amended

- 21-18 Department of Innovation and Technology
(Customer Support – Enterprise Change Management)
Approved as Amended

- 21-19 Department of Innovation and Technology
(Property Control)
Approved as Written

- 21-29 Illinois Department on Aging
(Agency-Wide)
Approved as Written

- 21-31 Illinois Department on Aging
(Home and Community Services)
Approved as Amended

- 21-32 Illinois Department on Aging
(Legal-Office of the General Counsel)
Approved as Amended

- 21-35 Illinois Department on Aging
(Adult Protective Services Program)
Approved as Amended