

DOWNSTATE LOCAL RECORDS COMMISSION
Margaret Cross Norton Building
John Daly Conference Room
Springfield, Illinois

MINUTES

Meeting of January 7, 2020

MEMBERS PRESENT: Pamela Davidson, Knox County Board Chair and Chair of the Commission; David Joens, Secretary of State Designee, Ian Hunt, Designee for the Illinois State Historian, Jay Scott, Macon County State's Attorney; Carol Reed, Macon County Auditor; Jeff Clarke, Mayor of Pawnee

MEMBERS ABSENT: None

STAFF PRESENT: Robert Boots, Nicole Goldsby, Cherianne Cameron, Andrew Spiro

STAFF ABSENT: None

GUESTS: None

Ms. Davidson called the meeting of the Downstate Local Records Commission to order at 10:00A.M.

The minutes of the December 3, 2019 meeting of the Downstate Local Records Commission were reviewed by the Commission. Ms. Reed made a motion to approve the minutes as submitted. Mr. Scott seconded the motion. The motion carried and was approved unanimously.

OLD BUSINESS:

Social Media Policy

Mr. Joens said he would prefer that the State Records Commission vote on the proposed social media policy before the Local Records Commission takes action. Mr. Boots said that since the last meeting the only changes he made to the policy were minor grammatical changes and a statement regarding evolving social media. He said the proposed policy is not operational specific but rather is meant to serve as a guide. The commission took no action on the policy.

NEW BUSINESS:

The below listed new applications, add-ons and amendments were discussed. Mr. Scott made a motion to approve the applications as submitted. Mr. Clarke seconded the motion. The motion carried and was approved unanimously.

APPLICATIONS:

County	Agency	Application No.	City
Jersey	Jersey County Clerk and Recorder	20:001	Jerseyville
Williamson	Village of Colp	20:002	Colp
Jersey	Mobile Team Unit 9	20:003	Jerseyville
Champaign	Rantoul City School District #137	20:004	Rantoul
Lake	Lake Villa Police Commission	20:005	Lake Villa
Iroquois	Gilman-Danforth Library	20:006	Gilman
St. Clair	SWIL CTE #460	20:007	O'Fallon
Iroquois	Loda Township Library	20:008	Loda
Jackson	Jackson County Highway Department	20:009	Murphysboro
Lake	Barrington Area Library	20:010	Barrington
Whiteside	Garden Plain Township Offices	20:011	Fulton
Lake	Lake Co. Circuit 19th Judicial Circuit	20:012	
Montgomery	Montgomery Co. Circuit Clerk 4th Judicial Circuit	20:013	
Woodford	Woodford Co. Circuit Clerk 11th Judicial Circuit	20:014	

ADD-ONS:

County	Agency	Application No.	Add-on Item #'s
Kane	CUSD #300	09:181	119
Livingston	Dominy Memorial Library	12:182	53-63
Madison	City of Troy	99:132	70
Madison	Tri-Township Public Library	95:180	29-30
McHenry	Cary Police Department	15:109	69
Monroe	Columbia Police Dept.	00:218	27-30

AMENDMENTS:

County	Agency	Application No.	Amendment Item #'s
Monroe	Columbia Police Dept.	00:218	6, 9, 12, 16, 18, 23
Marion	Alma Township	05:319	5
Madison	Tri-Township Public Library	95:180	8, 19

PUBLIC COMMENT:

None.

The date of the next meeting of the Downstate Local Records Commission will be Tuesday, February 4, 2020 at 10:00 A.M.

ADJOURNMENT:

Mr. Scott made a motion to adjourn. Mr. Clarke seconded the motion. The motion carried and was approved unanimously.

Minutes submitted by: Nicole Goldsby, Records Management Section, Local Records Unit.