

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

MINUTES

Meeting of February 4, 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 January 7, 2020 meeting of the Downstate Local Records Commission were reviewed by the Commission. Mr. Clarke made a motion to approve the minutes as submitted. Mr. Scott seconded the motion. The motion carried and was approved unanimously.

OLD BUSINESS:

The commission then turned to a discussion of Old Business. The only item was the draft of the proposed Social media Policy. Mr. Boots informed the commission that the State Records Commission approved the Social Media Policy at its January meeting. He asked if commission members had any more changes. They did not. Mr. Joens said this policy is meant to be a guide for agencies using social media. He said it doesn't have to be followed but that smart agencies would use it for guidance. Mr. Joens commended Mr. Boots and his staff for their extensive work in developing this policy. He also noted that along with the three records commissions, the Office of the Governor's Department of Information Technology reviewed the proposal and expressed its support for the guide. Ms. Davidson thanked Mr. Boots and his staff for this work. Ms. Davidson asked Mr. Scott, as legal counsel, if he thought the policy was complete and ready for distribution. Mr. Scott said he thought it was fine. Ms. Reed made a motion to approve the Policy as

submitted. Mr. Scott seconded the motion. The motion carried and the Social Media Policy was approved unanimously.

NEW BUSINESS:

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

APPLICATIONS:

County	Agency	Application No.	City
LaSalle	LaSalle County Highway Department	20:015	Ottawa
Lawrence	Lawrence County Highway Dept.	20:016	Lawrenceville
Calhoun	Village of Brussels	20:017	Brussels
Monroe	Monroe County Soil & Water Conservation Dist.	20:018	Waterloo
Will	Joliet Township	20:019	Joliet
Vermilion	Ross/South Ross Cemetery District	20:020	Rossville
Gallatin	Gallatin County Soil & Water Conservation Dist.	20:021	Ridgway
Mason	Mason County Veterans Assistance	20:022	Havana
Jersey	Knox Co. Circuit Clerk 9th Judicial Circuit	20:023	
Jersey	Jersey Co. Circuit Clerk 7th Judicial Circuit	20:024	
Marshall	Marshall Co. Circuit Clerk 10th Judicial Circuit	20:025	
McLean	McLean Co. Circuit Clerk 11th Judicial Circuit	20:026	
Rock Island	Rock Island Circuit Clerk 14th Judicial Circuit	20:027	
DeKalb	DeKalb Co. Circuit Clerk 23rd Judicial Circuit	20:028	
Schuyler	Schuyler Co. Circuit Clerk 8th Judicial Circuit	20:029	
Macoupin	Macoupin Co. Circuit Clerk 7th Judicial Circuit	20:030	
Effingham	Effingham Co. Circuit Clerk 4th Judicial Circuit	20:031	
Stark	Stark Co. Circuit Clerk 10th Judicial Circuit	20:032	

ADD-ONS:

County	Agency	Application No.	Add-on Item #'s
Alexander	Alexander Co. Clerk and Recorder	18:143	803
Champaign	City of Urbana	04:195	520
Lake	Lake County Regional Office Of Education	00:214	55-56

Vermilion	Catlin Public Library District	06:305	48
Will	Homer Township Public Library District	18:153	56-60
DuPage	Hinsdale Township High School #86	92:081	53-55

AMENDMENTS:

County	Agency	Application No.	Amendment Item #'s
Champaign	City of Urbana	04:195	516
Whiteside	Morrison City Clerk	99:153	2, 10

PUBLIC COMMENT:

None.

The date of the next meeting of the Downstate Local Records Commission will be Tuesday, March 3, 2020 at 10:00 A.M.

ADJOURNMENT:

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

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