

DOWNSTATE LOCAL RECORDS COMMISSION

In light of the corona virus and the governor's proclamation waiving certain requirements of the Open Meetings Act, the February 2, 2021 meeting of the Downstate Local Records Commission was held by conference call after proper notice had been posted on the website of the Illinois State Archives.

MINUTES

Meeting of February 2, 2021

MEMBERS PRESENT: David Joens, Secretary of State Designee and Chair of the Commission; Ian Hunt, Designee for the Illinois State Historian; Carol Reed, Macon County Auditor; Jeff Clarke, Mayor of Pawnee

MEMBERS ABSENT: Jordon Garrison, Macoupin County State's Attorney

STAFF PRESENT: Bob Boots, Nicole Goldsby

STAFF ABSENT: None

GUESTS: None

Mr. Joens called the meeting of the Downstate Local Records Commission to order at 10:03 A.M. He said the chair position was still vacant, pending an appointment to the commission by the governor's office. He asked leave of the body to serve as chair of the meeting. Leave was granted.

The Commission reviewed the minutes of the January 5, 2021 meeting of the Downstate Local Records Commission. Ms. Reed made a motion to approve the minutes as presented. Mr. Clarke seconded the motion. By a roll call vote the motion carried and was approved unanimously.

OLD BUSINESS:

None

NEW BUSINESS:

Retention Research: Professional Certifications

At the recommendation of staff, Mr. Boots brought to the commission retention research concerning professional certifications. The proposed retention calls for certifications needed for employment to be kept for 3 years following the expiration of such certifications. Mr. Boots said the retention would apply to all types of certifications and would bring uniformity to certification records. Mr. Clarke made a motion to approve the retention recommendation as presented. Ms. Reed seconded the motion. By roll call vote motion carried and was approved.

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

APPLICATIONS:

County	Agency	Application No.	City
Logan	Mt. Pulaski School District #23	21:009	Mount Pulaski
Kane	Gilberts Police Pension Fund	21:010	Gilberts
DuPage	Wheaton Police Department	21:011	Wheaton
Macoupin	Village of Wilsonville	21:012	Wilsonville
DuPage	Bensenville Fire Protection District	21:013	Bensenville
Cass	Cass Co. Circuit Clerk 8th Judicial Circuit	21:014	
Cass	Cass Co. Circuit Clerk 8th Judicial Circuit	21:015	
DeKalb	DeKalb Co. Circuit Clerk 23rd Judicial Circuit	21:016	
Lawrence	Lawrence Co. Circuit Clerk 2nd Judicial Circuit	21:017	
Marshall	Marshall Co. Circuit Clerk 10th Judicial Circuit	21:018	
McLean	McLean Co. Circuit Clerk 11th Judicial Circuit	21:019	
McLean	McLean Co. Circuit Clerk 11th Judicial Circuit	21:020	
Piatt	Piatt Co. Circuit Clerk 6th Judicial Circuit	21:021	
Stark	Stark Co. Circuit Clerk 10th Judicial Circuit	21:022	
Jersey	Jersey Co. Circuit Clerk 7th Judicial Circuit	21:023	

ADD-ONS:

County	Agency	Application No.	Add-on Item #'s
DuPage	Lisle CUSD #202	89:157	90
Fayette	Vandalia Police Department	08:138	26
Franklin	Akin Water District	17:214	32
Kane	Village of Sugar Grove Police Dept.	13:242	861
Lake	Village Of Round Lake	19:219	112
Madison	Mississippi Valley Library Dist.	14:208	126
McHenry	Fox River Grove Memorial Library	17:079	54

McHenry	Richmond Township Offices	09:301	158
Montgomery	County Probation Department	07:075	120
Peoria	Peoria Police Department	93:084	49
Sangamon	Auburn Public Library District	16:004	138-140
St. Clair	Millstadt Police Dept.	20:103	21
Will	Frankfort Police Department	11:256	122-123

AMENDMENTS:

County	Agency	Application No.	Amendment Item #'s
Clark	Clark County Park District	09:014	505
Kendall	Fox Metro Water Reclamation District	16:181	102, 110, 112, 126, 137, 142, 147, 148
Livingston	Pontiac Police Pension Fund	16:217	3

PUBLIC COMMENT:

None.

The date of the next meeting of the Downstate Local Records Commission will be Tuesday, March 2, 2021 at 10:00 A.M.

ADJOURNMENT:

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

RETENTION RESEARCH

Date: January 19, 2021
Prepared By: Marikay Hegarty / Steve Colaizzi, Management Section
Record Series Title: Professional Certifications

Description: The Itasca Police Department requested a retention for the Criminal Justice Information Services (CJIS) Certification Records. This type of certification represents a growing trend of professional certifications either mandated or requested by staff working within units of local government.

Agency Using Retention: Itasca Police Department and we should expect to see this record in other public entities.

Previous Application Approval: ____ Yes X No

Sample Document: ____ Yes X No__There is no standard format for this record

Current Retention: None - New item not previously scheduled

Retention Book Page/Line:

Application No. Item No. County:

Proposed Retention: Retain Profession Certifications for three (3) years following renewal, expiration or revocation of certification.

Justification (cite all sources completely):

Proposed Retention Approved: ____ Yes__ No

Date Approved:
_____ Supervisor, Records Management Section
_____ Chairman, Local Records Commission
_____ Chairman, Local Records Commission of
Cook County

