

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

**MINUTES**

Meeting of March 3, 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 10:00 A.M.

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

**OLD BUSINESS:**

The commission then turned to a discussion of Old Business. Mr. Joens asked Mr. Boots about where the recently approved Social Media Policy could be found. Mr. Boots said it is available on the website and that copies have been given to the members of the Downstate LRC, plus hard copies will be used for training sessions. Ms. Davidson asked about how trainings are done. Mr. Boots said usually through associations.

**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. Scott seconded the motion. The motion carried and was approved unanimously.

**APPLICATIONS:**

<b>County</b>	<b>Agency</b>	<b>Application No.</b>	
<b>City</b>			
Franklin	Franklin Co. Housing Authority	20:033	West Frank
Will	Plainfield Pension Fund	20:034	Plainfie
DuPage	Elmhurst Police Pension Fund	20:035	Elmhurst
Ogle	Lynnville Township Offices	20:036	Lindenwo
Lake	Lake Bluff Park District	20:037	Lake Blu
Lake	Waukegan Firefighter's Pension Fund	20:038	Waukegan
McHenry	McHenry County Coroner	20:039	Woodstoc
Pope	Golconda Public Library	20:040	Golconda
Livingston	Livingston County Supervisor of Assessments	20:041	Pontiac
Jersey	Jersey County Probation Office	20:042	Jerseyvi
DuPage	SWAN Library Services	20:043	Westmont
Richland	Olney City Offices	20:044	Olney
Adams	Adams Co. Circuit Clerk 8th Judicial Circuit	20:045	
Adams	Adams Co. Circuit Clerk 8th Judicial Circuit	20:046	
Bureau	Bureau Co. Circuit Clerk 13th Judicial Circuit	20:047	
Cass	Cass Co. Circuit Clerk 8th Judicial Circuit	20:048	
Douglas	Douglas Co. Circuit Clerk 6th Judicial Circuit	20:049	
Jo Daviess	Jo Daviess Co. Circuit Clerk 15th Judicial Circuit	20:050	
McLean	McLean Co. Circuit Clerk 11th Judicial Circuit	20:051	
Pike	Pike Co. Circuit Clerk 8th Judicial Circuit	20:052	
Pope	Pope Co. Circuit Clerk 1st Judicial Circuit	20:053	
Schuyler	Schuyler Co. Circuit Clerk 8th Judicial Circuit	20:054	

Will

Will Co. Circuit Clerk 12th  
Judicial Circuit

20:055

**ADD-ONS:**

<b>County</b>	<b>Agency</b>	<b>Application No.</b>	<b>Add-on Item #'s</b>
Champaign	Recorder's Office	85:316	78
DuPage	Addison Public Library	17:135	58
DuPage	Downers Grove Park District	12:304	179-180
Effingham	Beecher City School Dist. #20	14:258	38-39
Iroquois	Iroquois County Public Health Dept.	95:063	50-53
Lake	Avon Township	91:116	51
Lake	Lake County Forest Preserve Dist.	11:189	184
LaSalle	LaSalle Co. Environmental Services and Land Use	08:290	123,423,424
Monroe	Monroe County Treasurer	15:221	217
Peoria	Greater Peoria Mass Transit Dist.	12:261	105
Peoria	Peoria Public Library	08:018	124
St. Clair	City of Fairview Heights	16:246	125-126
St. Clair	Mascoutah Public Library	15:152	34
Will	Lockport Township	91:074	35

**AMENDMENTS:**

<b>County</b>	<b>Agency</b>	<b>Application No.</b>	<b>Amendment Item #'s</b>
DuPage	DuPage County State's Attorney's Office	03:168	8
LaSalle	LaSalle Co. Environmental Services and Land Use	08:290	101
Lake	Lake County Forest Preserve District	11:189	116, 122
Effingham	Beecher City School Dist. #20	14:258	19

**PUBLIC COMMENT:**

None.

The date of the next meeting of the Downstate Local Records Commission will be Tuesday, April 7, 2020 at 10:00 A.M.

**ADJOURNMENT:**

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