

DOWNSTATE LOCAL RECORDS COMMISSION

In light of the corona virus and the governor's proclamation waiving certain requirements of the Open Meetings Act, the May 4, 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 May 4, 2021

MEMBERS PRESENT: Emily Davenport, Logan County Chair, Local Records Chair; David Joens, Secretary of State Designee; Carol Reed, Macon County Auditor; Jordon Garrison, Macoupin County State's Attorney, Jeff Clarke, Mayor of Pawnee; Ian Hunt, State Historian's office designee.

MEMBERS ABSENT:

STAFF PRESENT: Robert Boots, Nicole Goldsby

STAFF ABSENT: None

GUESTS: None

Ms. Davenport called the meeting of the Downstate Local Records Commission to order at 10:04 A.M.

The Commission reviewed the minutes of the April 6, 2021 meeting of the Downstate Local Records Commission. Mr. Clarke made a motion to approve the minutes as presented. Ms. Reed seconded the motion. By a roll call vote the motion carried and was approved unanimously.

OLD BUSINESS:

None

NEW BUSINESS:

Retention Research: Arrest Cards, Finger Print Cards, Mug Shot Photographs

At the recommendation of staff, Mr. Boots brought to the commission retention research concerning mug shots and finger prints. The proposed retention calls for a closed date record series with the date each agency implemented Live Scan technology. Further, records retained prior to this date should be held for 1 year after death of subject of subject's 80th birthday. Ms. Reed made a motion to approve the retention recommendation as presented. Mr. Clarke seconded the motion. By roll call vote motion carried and was approved.

Retention Research: Sheriff's Sale Records

At the recommendation of staff, Mr. Boots brought to the commission retention research concerning sheriff's sale records. The proposed retention calls for sheriff's sale records to be kept for 7 years. Mr. Boots explained this change now matches statutory requirements, including statute of limitation requirements. Mr. Joens 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 next item on the agenda concerned a replevin issue with a Union County Prison Record. Mr. Joens said he had informed Union County that a ledger book containing its prison records was on sale by an auction house. It is a government record and as such should be returned to Union County under the state's replevin statute. He talked to Union County officials and they said they would seek to have the book returned. Mr. Joens asked that this be on the agenda in case Union County officials wanted a letter of support from the Local Records Commission. This issue just arose last week, so Union County hasn't made such a request yet and Mr. Joens said there was no need for action from the commission at this time.

The below listed new applications, add-ons and amendments were discussed. Mr. Joens noted that one of the applications came from the College of Dupage. He said this was a large and very difficult application to write and he praised the work of Steve Colaizzi and Pam Waggoner of his staff in getting this application before the commission and he praised to College of DuPage for its work on it as well. Mr. Clarke made a motion to approve the applications, add-ons and amendments as submitted. Ms. Reed seconded the motion. By a roll call vote the motion carried and was approved unanimously.

APPLICATIONS:

County	Agency	Application No.	City
Jersey	Jersey Co. Highway Department	21:063	Jerseyville
DeKalb	Indian Valley Vocational Center	21:064	Sandwich
Grund	Minooka Community Consolidated School Dist. #201	21:065	Minooka
DuPage	Community High School Dist. #99	21:066	Downers Grove
Logan	Logan County Housing Authority	21:067	Lincoln
Macoupin	Viriden Township	21:068	Viriden
Tazewell	Creve Couer School District #76	21:069	Creve Coeur
Boone	Belvidere Township Park District	21:070	Belvidere
Logan	Sheridan Township	21:071	New Holland

Coles	East Central Illinois Drug Task Force	21:072	Mattoon
Madison	Special Education Cooperative Region III	21:073	Cottage Hills
Piatt	Blue Ridge Township Library	21:074	Manfield
DuPage	College of DuPage	21:075	Glen Ellyn
Richland	Richland County Sheriff's Department	21:076	Olney
Fayette	Farina Police Dept.	21:077	Farina
Peoria	City of Chillicothe	21:078	Chillicothe
Clark	Clark Co. Circuit Clerk 5th Judicial Circuit	21:079	
Cumberland	Cumberland Co. Circuit Clerk 5th Judicial Circuit	21:080	
McDonough	McDonough Co. Circuit Clerk 9th Judicial Circuit	21:081	
McLean	McLean Co. Circuit Clerk 11th Judicial Circuit	21:082	
Moultrie	Moultrie Co. Circuit Clerk 6th Judicial Circuit	21:083	
Ogle	Ogle Co. Circuit Clerk 15th Judicial Circuit	21:084	
Scott	Scott Co. Circuit Clerk 7th Judicial Circuit	21:085	

ADD-ONS:

County	Agency	Application No.	Add-on Item #'s
Christian	City Of Taylorville Police Department	10:257	630
Page	CUSD #205	12:207	72-73
DuPage	Roselle Park District	12:105	83-84
Franklin	Regional Office Of Education	17:143	125-127
Kane	Central CUSD #301	20:119	98
Kankakee	Kankakee County Sheriff	21:005	408
Lake	Deerfield Park District	04:249	82-83
Madison	Madison Police Department	00:238	44
Madison	Mississippi Valley Library Dist.	14:208	127-131 411-412

AMENDMENTS:

County	Agency	Application No.	Amendment Item #'s
Vermilion	City of Danville	05:062	251
Richland	Richland Co. 911 Coordinator's Office	07:261	3, 6, 8
Madison	City Of Highland	11:272	700
Franklin	Franklin Co. Board	14:010	8
Madison	Mississippi Valley Library Dist.	14:208	407

PUBLIC COMMENT:

None.

Director Joens suggested Local Records Commission meetings hence forth should start at 10:30am to avoid the Emergency warnings of the Capitol Complex. The commission will review this suggestion at the June meeting.

The date of the next meeting of the Downstate Local Records Commission will be Tuesday, June 1, 2021 at 10:00 A.M.

ADJOURNMENT:

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