

DOWNSTATE LOCAL RECORDS COMMISSION

In light of the corona virus and the governor's proclamation waiving certain requirements of the Open Meetings Act, the August 4 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 August 4, 2020

MEMBERS PRESENT: Pamela Davidson, Knox County Board Chair and Chair of the Commission; Ian Hunt, Designee for the Illinois State Historian; Carol Reed, Macon County Auditor; Jeff Clarke, Mayor of Pawnee; Bob Boots appointed Secretary of State Designee, in lieu of David Joens, for the purpose of the meeting.

MEMBERS ABSENT: Dave Joens, Secretary of State Designee, Jay Scott, Macon County State's Attorney

STAFF PRESENT: Nicole Goldsby, Marikay Hegarty

STAFF ABSENT: None

GUESTS: None

Ms. Davidson called the meeting of the Downstate Local Records Commission to order at 10:14 A.M.

The minutes of the June 2, 2020 meeting of the Downstate Local Records Commission were reviewed by the Commission. Mr. Clark made a motion to approve the minutes as presented. Mr. Boots seconded the motion. The motion carried and was approved unanimously.

OLD BUSINESS:

None

NEW BUSINESS:

Ms. Hegarty presented retention research regarding Aviation Badging and Criminal Background checks. She said that following the September 11, 2001 terrorist attacks, the federal government passed legislation to bring consistency and best practices to airports with regards to criminal background checks and security access for airport and contract employees. She said the passage of United States Code of Federal Regulations (CFR) Title 49 established rules and regulations for all airports in the country and that prior to the legislation, record retention policy was established by local/state government

agencies. The proposed retention is in keeping with the federal government’s regulations to retain fingerprints and criminal history reports for one-hundred-eighty (180) days following termination of employment and retain airport badges for thirty (30) days following deactivation of the badge, then dispose of. Ms. Davidson asked why an airport would want to hold onto the badges. Ms. Hegarty said it was a processing thing for the agency. The agency typically collects them all and then destroys the collection at one time. Ms. Hegarty said this retention will now provide airports throughout Illinois the opportunity for an audit trail for deactivated badges and criminal background checks. Mr. Boots made a motion to approve the retention recommendation as submitted. Mr. Clarke seconded the motion. The motion carried and was approved unanimously.

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

APPLICATIONS:

County	Agency	Application No.	City
Schuylar	Littleton Township	20:074	Littleton
McHenry	Union Police Department	20:075	Union
McDonough	Colchester Township	20:076	Colchester
McDonough	City of Colchester	20:077	Colchester
Adams	Tri-Township Fire Department	20:078	Quincy
Crawford	Robinson Public Library Dist.	20:079	Robinson
Madison	Collinsville Fire Department	20:080	Collinsville
Madison	Collinsville City Parks and Recreation Department	20:081	Collinsville
Jersey	Jerseyville Police Department	20:082	Jerseyville
Champaign	Gifford Police Department	20:083	Gifford
Effingham	Effingham Park District	20:084	Effingham
Perry	Perry County Solid Waste and Zoning Dept.	20:085	Pinckneyville
Clinton	Willow Grove School District #46	20:086	Centralia
DuPage	Village of Bloomingdale	20:087	Bloomingdale
Lawrence	Lawrence County Probation Office	20:088	Lawrenceville
Vermilion	Vermilion County Conservation Dist.	20:089	Danville
DuPage	Glen Ellyn Park District	20:090	Glen Ellyn
Fulton	Fulton Co. Circuit Clerk 9th Judicial Circuit	20:091	
Jackson	Jackson Co. Circuit Clerk 1st Judicial Circuit	20:092	

Macon	Macon Co. Circuit Clerk 6th Judicial Circuit	20:093	
Moultrie	Moultrie Co. Circuit Clerk 6th Judicial Circuit	20:094	
Moultrie	Moultrie Co. Circuit Clerk 6th Judicial Circuit	20:095	
Whiteside	Whiteside Co. Circuit Clerk 14th Judicial Circuit	20:096	
Kankakee	Kankakee Community College	20:097	Kankakee
DuPage	Addison Police Department	20:098	Addison
Fulton	Farmer's Township	20:099	Cuba
Jefferson	Rome School District #2	20:100	Dix
Sangamon	Divernon Township Library	20:101	Divernon
Will	Village of New Lenox	20:102	New Lenox
St. Clair	Millstadt Police Department	20:103	Millstadt
Franklin	Franklin Co. Highway Dept.	20:104	Benton
Macoupin	Mt. Olive Township	20:105	Mount Olive
Sangamon	Village of Southern View	20:106	Springfield
Johnson	Cypress Elementary School	20:107	Cypress
McLean	McLean County Animal Control Center	20:108	Bloomington
Fulton	Harris Township	20:109	Cuba
Sangamon	Village of Southern View Police Department	20:110	Springfield
Franklin	Franklin Co. 911 Office	20:111	Benton
Brown	Brown Co. Circuit Clerk 8th Judicial Circuit	20:112	
Massac	Massac Co. Circuit Clerk 1st Judicial Circuit	20:113	
McDonough	McDonough Co. Circuit Clerk 9th Judicial Circuit	20:114	
McLean	McLean Co. Circuit Clerk 11th Judicial Circuit	20:115	
McLean	McLean Co. Circuit Clerk 11th Judicial Circuit	20:116	
Will	Will County Circuit Clerk 12th Judicial Circuit	20:117	

ADD-ONS:

County	Agency	Application No.	Add-on Item #'s
Champaign	Champaign-Urbana Public Health Dist.	05:067	222

Champaign	City of Urbana	04:195	113
Clinton	Clinton Co. Treasurer	16:062	34
DeWitt	Dr. John Warner Hospital	02:030	714
DuPage	Village of Lisle	96:121	74
Jackson	Jackson Co. Treasurer	96:198	34
Kane	City of Aurora	14:076	2200-2246
Kane	City of Geneva	94:257	90-94
Kane	Elburn Police Department	10:227	59
Kane	Kaneville Township Offices	08:225	49-50
Kendall	Kendall County Sheriff	13:055	206, 333-334
Lake	Village Of Fox Lake Police Department	08:135	54-56
LaSalle	City of Earlville	19:089	82
Macon	Regional Office Of Education	95:145	120
Madison	Bethalto School Dist. #8	19:042	127
Marion	Alma Township	05:319	26-29
McHenry	Cary Police Department	15:109	70-71
McLean	Bloomington Normal Water Reclamation District	05:147	177, 178
McLean	West Township	95:255	43
Monroe	City of Columbia	16:216	120, 121, 122, 123, 205, 206
Montgomery	Hillsboro Public Library	01:121	40
Moultrie	City of Sullivan	09:316	140
Ogle	Davis Junction Village Clerk	07:070	131, 431
St. Clair	Belleville Twp. High School Dist. #201	10:318	81
St. Clair	Mascoutah City Clerk	06:112	59
Tazewell	East Peoria Police Department	13:169	242
Tazewell	Tazewell County Clerk	09:248	319-321, 619
White	White Co. Treasurer	01:287	29-33
Will	Mokena Police Department	09:070	70-71

AMENDMENTS:

County	Agency	Application No.	Amendment Item #'s
White	White Co. Treasurer	01:287	7, 14
DeWitt	Dr. John Warner Hospital	02:030	706
Champaign	City of Urbana	04:195	1509
McLean	Bloomington Normal Water Reclamation District	05:147	148
St. Clair	Mascoutah City Clerk	06:112	18, 29, 33, 34, 41
Knox	Knox County State's Attorney	08:010	5
Lake	Village Of Fox Lake Police Department	08:135	21
Kane	Kaneville Township Offices	08:225	10
Will	Mokena Police Department	09:070	7, 29
Moultrie	City of Sullivan	09:316	108, 125, 135
McHenry	Cary Police Department	15:109	65
Monroe	City of Columbia	16:216	107, 112, 201, 404
Pulaski	Pulaski Co. Sheriff's Dept.	17:064	22
Franklin	Regional Office of Education #21	17:143	105, 123, 303
LaSalle	City of Earlville	19:089	60
Kane	City of Geneva	94:257	2, 12, 26, 27, 30

PUBLIC COMMENT:

None.

The date of the next meeting of the Downstate Local Records Commission will be Tuesday, September 1, 2020 at 10:00 A.M.

ADJOURNMENT:

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



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

August 3, 2020

To Whom It May Concern:

I appoint Robert Boots to serve as my designated replacement at the Downstate Local Records Commission meeting on August 4, 2020 in the absence of my official designee, David Joens.

Sincerely,

A handwritten signature in cursive script that reads "Jesse White".

Jesse White
Secretary of State