

DOWNSTATE LOCAL RECORDS COMMISSION

In light of the corona virus and the governor's proclamation waiving certain requirements of the Open Meetings Act, the October 6, 2020 meeting of the Downstate Local Records Commission was held by conference call after proper notice has been posted on the website of the Illinois State Archives.

MINUTES

Meeting of October 6, 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; Jay Scott, Macon County State's Attorney Bob Boots, Secretary of State Designee

MEMBERS ABSENT: Jeff Clarke, Mayor of Pawnee

STAFF PRESENT: Nicole Goldsby

STAFF ABSENT: None

GUESTS: None

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

The minutes of the September 1, 2020 meeting of the Downstate Local Records Commission were reviewed by the Commission. Mr. Scott made a motion to approve the minutes as presented. Ms. Reed seconded the motion. The motion carried and was approved unanimously.

OLD BUSINESS:
None

NEW BUSINESS:

Mr. Boots presented information regarding video recordings made by public school teachers of their class room instruction. These are not records managed under the Local Records Act. As non-record material the recording can be disposed of at the discretion of the agency without a Disposal Certificate. Ms. Davidson asked if this was in response to the Covid-19 pandemic. Mr. Boots said questions were coming from schools but the material does not meet any statutory requirement to maintain these recordings. Mr. Scott made a motion to approve this language. Mr. Hunt seconded the motion. The motion carried and was approved unanimously.

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

APPLICATIONS:

County	Agency	Application No.	City
Lake	Village Of Lake Barrington	20:127	Lake Barrington
Sangamon	Pleasant Plains Rural Fire Protection District	20:128	Pleasant Plains
Adams	Adams County Public Defender	20:129	Quincy
Moultrie	Sullivan Fire Protection District	20:130	Sullivan
McHenry	McHenry C.H.S.D. #156	20:131	McHenry
Woodford	Eureka Goodfield Fire Protection District	20:132	Eureka
Grundy	Sheriff Department	20:133	Morris
DuPage	Woodridge Police Pension Fund	20:134	Woodridge
Tazewell	Fondulac District Library	20:135	East Peoria
Tazewell	Hopedale Police Department	20:136	Hopedale
Tazewell	Morton Police Department	20:137	Morton
McLean	Village of Hudson	20:138	Hudson
Clinton	Wesclin School District #3	20:139	Trenton
Madison	Collinsville City Clerk	20:140	Collinsville
St. Clair	O'Fallon Police Pension Board	20:141	O'Fallon
DeWitt	Farmer City-City Clerk	20:142	Farmer City
Adams	Quincy Corporation Counsel	20:143	Quincy
DuPage	Downers Grove Police Pension Fund	20:144	Downers Grove
Champaign	Brown Township Assessor	20:145	Fisher
McLean	Children's Advocacy Center of McLean, Livingston and Dewitt	20:146	Bloomington
Adams	Quincy Mayor's Office	20:147	Quincy
Lake	Highwood Police Pension Fund	20:148	Highwood
Mason	Mason County Sheriff	20:149	Havana

DeWitt	DeWitt County Animal Shelter	20:150	Clinton
Randolph	Education for Employment 580	20:151	Chester
St. Clair	Belleville School District #118	20:152	Belleville
Stephenson	Stephenson Co. Public Defender	20:153	Freeport
Henry	Hanna Township Offices	20:154	Geneseo
Coles	Supervisor of Assessments	20:155	Charleston
Sangamon	Capital Area Career Center	20:156	Springfield
Champaign	Mahomet Township Assessor	20:157	Mahomet
Franklin	Franklin Co. Circuit Clerk 2nd Judicial Circuit	20:158	
McLean	McLean Co. Circuit Clerk 11th Judicial Circuit	20:159	

ADD-ONS:

County	Agency	Application No.	Add-on Item #'s
Christian	Taylorville School District #3	91:135	111-115
Franklin	Franklin/Jefferson Special Ed. Dist.	96:204	42, 43
Kane	Elburn Police Department	10:227	60-65
Kane	Geneva Police Department	10:205	76
Lake	Lake Forest Police Department	10:181	49-52
Lake	Winthrop Harbor Police	11:198	72
McHenry	Village Of Cary Police Pension Fund	05:286	16-24
McLean	City of Bloomington	08:136	108

AMENDMENTS:

County	Agency	Application No.	Amendment Item #'s
Williamson	Marion Carnegie Library	03:186	3, 4, 6, 16, 21
McHenry	Village Of Cary Police Pension Fund	05:286	12
Lake	Lake Forest Police Department	10:181	15, 18, 22, 23, 30, 33, 44
Kane	Geneva Police Department	10:205	31, 53

Kane	Elburn Police Department	10:227	58
Madison	Collinsville Fire Department	20:080	15
Tazewell	Tazewell/Mason Special Education District	91:157	44
Franklin	Franklin/Jefferson Special Ed. Dist.	96:204	5, 12, 14, 22, 28, 36

PUBLIC COMMENT:

None.

The date of the next meeting of the Downstate Local Records Commission will be Wednesday November 4, 2020 at 10:00 A.M.

ADJOURNMENT:

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



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

October 6, 2020

To Whom It May Concern:

I appoint Robert Boots to serve as my designated replacement at the Downstate Local Records Commission meeting on October 6, 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