

**DOWNSTATE LOCAL RECORDS COMMISSION**  
**Margaret Cross Norton Building**  
**Conference Room – 2<sup>nd</sup> Floor**  
**Springfield, Illinois**

**MINUTES**

Meeting of February 4, 2014

**MEMBERS PRESENT:** Paul Schmitz, Chairman Local Records Commission and Christian County Board Chairman; Dave Joens, Secretary of State Designee; Jay Scott, Macon County State's Attorney; and Gary Stockton, designee for the Illinois State Historian. Jeff Clarke, Mayor of Pawnee. Patty Sprague, St. Clair County Auditor, (via phone).

**MEMBERS ABSENT:** None

**STAFF PRESENT:** Robert Boots, Sheila Cowles, Sandy Lucas, Rheta Miller, Kris Stenson, and Pam Waggoner

**STAFF ABSENT:** None

**GUESTS:** None

Chairman Paul Schmitz called the meeting of the Downstate Local Records Commission to order at 10:05 A.M.

The minutes from the December 3, 2013 meeting were approved as submitted. Jay Scott made the motion to approve the minutes. David Joens seconded the motion. The motion carried.

**OLD BUSINESS:** None

**NEW BUSINESS:**

The following new applications, add-ons, and amendments were accepted as submitted. The motion was made by David Joens. Jay Scott seconded the motion. The motion carried.

**APPLICATIONS:**

<b>County</b>	<b>Agency</b>	<b>Application No.</b>	<b>City</b>
Logan	Mount Pulaski City Clerk	14:001	Mount Pulaski
Sangamon	Auburn Police Dept.	14:002	Auburn
St. Clair	Belleville Dept. of Economic Development, Planning and Zoning	14:003	Belleville
Kane	Kane-Dupage Soil and Water Conservation Dept.	14:004	St. Charles

Sangamon	Gardner Twp. Supervisor	14:005	Springfield
Whiteside	Genesee Twp. Office	14:006	Coleta
Whiteside	Whiteside Co. Economic Development & Enterprise Zone	14:007	Morrison
Winnebago	North Park Public Water District	14:008	Machesney Park
Hancock	Village of Plymouth	14:009	Plymouth
Franklin	Franklin Co. Board	14:010	Benton
Franklin	Franklin Co. State's Attorney	14:011	Benton
McLean	McLean Co. Circuit Clerk 11th Judicial Circuit	14:012	
McLean	McLean Co. Circuit Clerk 11th Judicial Circuit	14:013	
McLean	McLean Co. Circuit Clerk 11th Judicial Circuit	14:014	
McLean	McLean Co. Circuit Clerk 11th Judicial Circuit	14:015	
McLean	McLean Co. Circuit Clerk 11th Judicial Circuit	14:016	
Peoria	Peoria Co. Circuit Clerk 10th Judicial Circuit	14:017	
Sangamon	Sangamon Co. Circuit Clerk 7th Judicial Circuit	14:018	
Jersey	Grafton Police Dept.	14:019	Grafton
Winnebago	Burritt-Harrison Multi-Twp. Assessment Dist.	14:020	Pecatonica
Winnebago	Burritt Twp.	14:021	Pecatonica
Adams	Adams Co. Circuit Clerk 8th Judicial Circuit	14:025	
Champaign	Champaign Co. Circuit Clerk 6th Judicial Circuit	14:026	
Fayette	Fayette Co. Circuit Clerk 4th Judicial Circuit	14:027	
Jersey	Jersey Co. Circuit Clerk 7th Judicial Circuit	14:028	
LaSalle	LaSalle Co. Circuit Clerk 13 Judicial Circuit	14:029	
Macoupin	Macoupin Co. Circuit Clerk 7th Judicial Circuit	14:030	
Marion	Marion Co. Circuit Clerk 4th Judicial Circuit	14:031	
Putnam	Putnam Co. Circuit Clerk 10th Judicial Circuit	14:032	
Stephenson	Stephenson Co. Circuit Clerk 15th Judicial Circuit	14:033	
Vermilion	Vermilion Co. Circuit Clerk 5th Judicial Circuit	14:034	
Vermilion	Vermilion Co. Circuit Clerk 5th Judicial Circuit	14:035	
White	White Co. Circuit Clerk 2nd Judicial Circuit	14:036	

**ADD-ON'S:**

<b>County</b>	<b>Agency</b>	<b>Application No.</b>	<b>Add-on Item #'s</b>
Clinton	Kaskaskia College	01:160	110 - 115
Coles	Lake Land College	11:026	3308, 3309, 3310, 3311
DuPage	DuPage Co. Sheriff	86:215	112
Effingham	Montrose Village Clerk and Treasurer	89:037	38, 39
Franklin	Benton School Dist. #47	91:110	101 - 109
Kankakee	City of Kankakee	09:159	356
Lake	Lake Zurich Police Dept.	10:134	97
Lake	Lake Co. Health Dept.	90:163	448 - 457
Lake	Township High School Dist. #113	90:305	153 - 159
Macon	Decatur Police Dept.	92:207	100.26, 120.02
Macon	Macon Co. State's Attorney	09:013	105
Madison	Madison Co. Planning and Development	91:196	58
Massac	Metropolis Police Dept.	13:269	30 - 45
McHenry	Consolidated School Dist. #158	10:055	140, 615
McHenry	Village of Oakwood Hills	12:246	93-97
Peoria	Chillicothe Twp.	02:288	55
Shelby	Windsor C.U.S.D. #1	10:308	418 - 421
St. Clair	Fairview Heights Public Library	12:160	47
St. Clair	St. Clair Co. Data Processing Dept.	91:231	22
Winnebago	Winnebago Co. Supervisor of Assessments	96:070	71, 72, 73

**AMENDMENTS:**

<b>County</b>	<b>Agency</b>	<b>Application No.</b>	<b>Amendment Item #'s</b>
Mason	Mason Co. Clerk and Recorder	09:140	202, 206
McHenry	Consolidated School Dist. #158	10:055	113, 417, 418, 420, 505, 506, 606, 910
Coles	Coles Co. Sheriff	10:241	207

Massac	Metropolis Police Dept.	13:269	7
Madison	Madison Co. Planning and Development	91:196	12, 24
St. Clair	St. Clair Co. Data Processing Dept.	91:231	2, 5, 9, 20
Macon	Decatur Police Dept.	92:207	311.31
Winnebago	Winnebago Co. Supervisor of Assessments	96:070	10, 46, 57

The date of the next meeting of the Downstate Local Records Commission is Tuesday, March 4, 2014.

David Joens made a motion to adjourn, Jay Scott seconded that motion. The motion carried. The meeting adjourned at 10:10 A.M.

Minutes submitted by: Pamela Waggoner, Records Management Section, Local Records Unit.