

ILLINOIS STATE RECORDS MANAGEMENT SYMPOSIUM

September 18–19, 2025

8:30am– 4pm each day

Elgin Community College

1700 Spartan Dr.

Elgin, IL 60123





ILLINOIS STATE RECORDS MANAGEMENT SYMPOSIUM

AGENDA

DAY 1

TIME	TOPIC
0830	Introductions
0900-1000	Receiving and responding to FOIA requests This will include: <ul style="list-style-type: none">• Statutory requirements for timelines, request procedures, and redaction justification• Creating new records• Fees
1000-1015	Break
1015-1100	Personal Information and Privacy This will include: <ul style="list-style-type: none">• Unwarranted invasion of personal privacy• Juvenile records and information
1100-1200	Sealing/Expunging Records <ul style="list-style-type: none">• Overview of the law and best practices
1200-1300	Lunch
1300-1400	Going Paperless This segment will review Illinois' requirements for "scanning and tossing" This will include: <ul style="list-style-type: none">• Best Practices for long term retention of electronic records within RMS
1400-1415	Break
1415-1600	Quality Control: Ensuring NIBRS Accuracy



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DAY 2

TIME	TOPIC
0830-1000	Releasing BWC Video – Group Redaction Session This segment will cover key considerations for releasing body-worn camera (BWC) video, including privacy concerns, applicable exemptions, and public interest factors. Participants will also have the opportunity to share ideas and best practices for effective redaction and release strategies.
1000-1015	Break
1015-1200	Open Forum Q&A
1200-1300	Lunch: GovQuest Presentation
1300-1400	Records vs. Evidence and retention <ul style="list-style-type: none">• Best practice
1400-1415	Break
1415-1500	Digital Evidence Management: Proven strategies for efficient, compliant digital evidence handling.



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MEET YOUR HOSTS:



ED CLAUGHTON

President, PRI

Lt. Edward Cloughton (ret.) a 20-year law enforcement veteran, founded PRI after recognizing the need for expert training and consulting services in this field of law enforcement. He believed that true expertise must come from those who have done the job and who have a sincere interest in serving the profession with the utmost level of integrity and passion.

In addition to serving as CEO of PRI, Ed is a criminal justice records and IT management consultant with deep expertise in public records compliance, justice information management systems, case management and crime reporting. Ed specializes in bringing about organizational improvement, reporting accuracy and public records compliance through the effective management of information and the procurement, implementation and management of new public safety technologies. Ed holds a Masters in Criminal Justice degree from Boston University, and a Certificate in Public Records from Florida State University.



BRIAN CASH

PRI

Brian is a subject matter expert in public records, NIBRS and evidence management, and presents PRI training programs across the U.S. He is a retired veteran of law enforcement with over 27 years of service. Brian began his law enforcement career at Leesburg Police Department in 1992 as a sworn officer. After 21 years of sworn service, Brian retired and moved to Support Services where he managed both the Record Section and the Property & Evidence Section. He holds a Bachelor's in Criminal Justice from Troy University.