

Date : 4/12/2022 10:39:06 AM
From : "Paul Dulberg"
To : "Alphonse Talarico"
BCc : "Paul Dulberg" , "Tom Kost"
Subject : 10 year records requirements

Dear Mr Talarico,

Below is what I have found per our phone conversation this morning about short hand reporters required to maintain the notes for 10 years.

In addition, I also found where to find 3 copies of Ms. Orton's signature on her application. We can probably use the applications for 3 copies of all the shorthand reporters signatures.

I will continue to look for more sources throughout the day and will add to this email chain as I find it.

Paul

10 year requirement to keep and maintain stenographic notes:

Source:

<https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1353&ChapAct=225%26nbsp%3BILCS%26nbsp%3B415%2F&ChapterID=24&ChapterName=PROFESSIONS+AND+OCCUPATIONS&ActName=Illinois+Certified+Shorthand+Reporters+Act+of+1984%2E>

(225 ILCS 415/23) (from Ch. 111, par. 6223)

Sec. 23. Grounds for disciplinary action.

(a) The Department may refuse to issue or renew, or may revoke, suspend, place on probation, reprimand or take other disciplinary or non-disciplinary action as the Department may deem appropriate, including imposing fines not to exceed \$10,000 for each violation and the assessment of costs as provided for in Section 23.3 of this Act, with regard to any license for any one or combination of the following:

(21) Willful failure to systematically retain stenographic notes or transcripts on paper or any electronic media for 10 years from the date that the notes or transcripts were taken;

(225 ILCS 415/26.1)

Sec. 26.1. Responsibility for notes. It is the licensee's responsibility to preserve his or her shorthand notes for a period of no less than 10 years from the date that the notes or transcripts were taken, except as otherwise prescribed by law, through storage of the original paper notes or an electronic copy of either the shorthand notes or the English transcript of the notes on computer disks, cassettes, backup tape systems, optical or laser disk systems, or other retrieval systems available at the time that the notes or transcripts were taken.

(Source: P.A. 98-445, eff. 12-31-13.)

Source:

<https://www.ilga.gov/commission/jcar/admincode/068/068012000000900R.html>

TITLE 68: PROFESSIONS AND OCCUPATIONS
CHAPTER VII: DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION
SUBCHAPTER b: PROFESSIONS AND OCCUPATIONS
PART 1200 ILLINOIS CERTIFIED SHORTHAND REPORTERS ACT OF 1984

Section 1200.90 Standards of Professional Conduct

In order to establish and maintain a high standard of integrity in the practice of shorthand reporting, the following Standards of Professional Conduct shall be binding on every person holding a certificate of registration as a certified shorthand reporter.

g) It is the licensee's responsibility to preserve his/her shorthand notes for a period of no less than 10 years from the date the notes or transcripts were taken, except as otherwise prescribed by law, through storage of the original paper notes and/or an electronic copy of either the shorthand notes or the English transcript of the notes on computer disks, cassettes, backup tape systems, optical or laser disk systems, or other retrieval systems available at the time that the notes or transcripts were taken.

h) A licensee's signature, license number and expiration date shall be affixed to a transcript of his/her stenographic notes to certify to its correctness if the transcript has been prepared by him/her or under his/her direct supervision.

Bonus Found while searching for 10 year requirements

3 Signatures of Applicant found on pages in the below PDF

Can we get copies of these signatures for the experts to examine?

Source:

<https://idfpr.illinois.gov/renewals/apply/Forms/csr-ex.pdf>

Page 12:

PART IX: Certifying Statement

PART VI: Personal History Information (This part must be completed by all applicants) NOYES

Under penalties of perjury, I declare that I have examined the application and all supporting documents submitted by me

in connection therewith, and to the best of my knowledge, they are true, correct, and complete.

Signature of Applicant

Date

I UNDERSTAND THAT FEES ARE NOT REFUNDABLE. My signature above authorizes the Department of Financial and Professional

Regulation to reduce the amount of this check if the amount submitted is not correct. I understand this will be done only if the amount

submitted is greater than the required fee hereunder, but in no event shall such reduction be made in an amount greater than \$50.

Page 13

ED - SHR

APPLICANT: Complete the applicant section of this form, then forward it to the school for completion of the remainder of the form.

Date

Signature of Applicant

Page 14

CT - DHR

APPLICANT: Complete the applicant section of this form then forward this form to the jurisdiction from which you are requesting certification by a licensing agency/board. You are authorized to photocopy this form as necessary. Contact certifying jurisdiction for appropriate fee

Signature_____

Date_____