



Illinois Department of Transportation Committee Charter

Illinois Traffic Records Coordinating Committee

Effective Date: December 18, 2025

Approved By: TRCC Executive Committee

1. COMMITTEE TITLE

The title of this committee shall be the Illinois Traffic Records Coordinating Committee.

2. PURPOSE

The purpose of this committee is to provide strong coordinated leadership administering the State traffic safety information system improvements program aimed at refining the efficiency and effectiveness of traffic safety related records systems in Illinois. The Illinois Traffic Records Coordinating Committee (TRCC) will support improved information systems and crash data reporting at all levels of government and strive to improve the six (6) core data systems of crash, driver, vehicle, roadway, citation or adjudication, and EMS or injury surveillance through timeliness, completion, accuracy, uniformity, integration, and accessibility of data to reduce the human and economic costs attributed to motor vehicle crashes.

3. MEMBERSHIP

Pursuant to [23 CFR 1300.22](#), the TRCC will be a multidisciplinary committee with a membership that includes owners, operators, collectors and users of traffic records and public health and injury control data systems, highway safety, highway infrastructure, law enforcement and adjudication officials, and public health, emergency medical services, injury control, driver licensing, and motor carrier agencies and organizations.

The Illinois TRCC shall be organized as a two-tier entity comprised of two sub-committees: the Executive Committee and the Technical Committee. Both sub-committees will have authority to create ad hoc or permanent sub-sub-committees, as needed. Currently, there is one (1) sub-sub-committee, the Data Quality Sub-sub-committee (Data Quality Subcommittee) overseen by the Technical Committee.

The Executive Committee, Technical Committee, Data Quality Subcommittee, and any ad hoc or permanent sub-sub-committees to be created shall adhere to the requirements set forth in [23 USC 405\(c\)](#), [23 CFR 1300.22](#), and any related laws and regulations.

Complete membership information is in the TRCC Guidelines and Procedures.

EXECUTIVE COMMITTEE:

The Executive Committee shall be comprised of the agency heads (or designees) representing Illinois Department of Transportation, Illinois Secretary of State, Illinois Department of Public Health, Illinois State Police, and Administrative Office of the Illinois Courts. The agency head or designee from each of these agencies will have voting rights as stated in the TRCC Guidelines and Procedures.

Representatives of the National Highway Traffic Safety Administration, Federal Highway Administration, and the Federal Motor Carrier Safety Administration will serve as non-voting ex-officio advisors.

Internal

Illinois Department of Transportation

External

Illinois Secretary of State of Illinois
Illinois Department of Public Health
Illinois State Police
Administrative Office of the Illinois Courts
National Highway Traffic Safety Administration
Federal Highway Administration, Illinois Division
Federal Motor Carrier Safety Administration, Illinois Division

TECHNICAL COMMITTEE:

The Technical Committee shall be comprised of voting members representing the Illinois Department of Transportation, Illinois Secretary of State, Illinois Department of Public Health, Illinois State Police, and Administrative Office of the Illinois Courts. Additional representatives from those agencies may serve as voting members. All other Technical Committee members shall be considered non-voting members.

Internal

Office of Highways Project Implementation, Bureau of Safety Programs and Engineering
Office of Highways Project Implementation, Bureau of Design and Environment
Office of Planning and Programming, Bureau of Programming
Office of Planning and Programming, Bureau of Planning
Office of Planning and Programming, Bureau of Data Collection

External

Illinois Secretary of State of Illinois
Illinois Department of Public Health
Illinois State Police
Administrative Office of the Illinois Courts
Illinois Department of Natural Resources Illinois
Illinois Toll Highway Authority
Illinois State Board of Education
Illinois Association of Chiefs of Police
Illinois Association of County Engineers
University of Illinois
National Highway Traffic Safety Administration, Region 5
Federal Highway Administration, Illinois Division
Federal Motor Carrier Safety Administration, Illinois Division
Chicago Metropolitan Agency for Planning
Downstate Metropolitan Planning Organization
Local government agencies, universities, and planning commissions

The Traffic Records Coordinator will serve as a non-voting chair for the Technical Committee.

3. AUTHORITY, OBJECTIVES AND ACTIVITIES

EXECUTIVE COMMITTEE:

- A. Authority.** The Executive Committee will review the State of Illinois' highway safety data and traffic records systems and approve implementation of any changes to such systems. The Executive Committee will oversee the Technical Committee.
- B. Objectives.** The Executive Committee will ensure compliance and quality of all activities by critical stakeholders in relation to traffic records that are funded through 405(c) funds. The Executive Committee will ensure Technical Committee is correctly implementing collection, management, and data analysis within the six core statewide data systems through data quality measurements.
- C. Activities.** The Executive Committee will:
- 1) provide policy oversight and program direction for statewide traffic records activities;
 - 2) review and take action on strategic, project, or legislative recommendations provided and/or requested by the Technical Committee;
 - 3) promote communication and coordination of traffic records among member agencies;
 - 4) review and approve the Charter and Memorandum of Understanding (MOU) every two (2) years;
 - 5) receive all critical information from the Technical Committee at the annual meeting; and
 - 6) ensure the Technical Committee meets all required items and scope as defined in the Charter, MOU, and TRCC Guidelines.
- D. Meeting Frequency.** The Executive Committee shall meet at least one (1) time per calendar year. Additional meetings may be held as needed or requested by the Technical Committee.
- E. Meeting Recorder.** The Illinois Department of Transportation's Bureau of Safety Programs and Engineering is responsible for meeting agendas, meeting minutes, and maintenance of notes and other meeting materials. The agenda shall be distributed prior to the meeting. The agenda and meeting minutes will be posted to the [TRCC website](#).

TECHNICAL COMMITTEE:

- A. Authority.** The Technical Committee will promote traffic records data quality and performance measures and increase traffic records participation and awareness. The Technical Committee will provide all reports as required by the applicable federal requirements.
- B. Objectives.** The Technical Committee will focus on the technical aspects of achieving the goals set forth in the Traffic Records Strategic Plan mission statement. The Technical Committee shall work towards ensuring compliance set within the six core statewide data systems: crash, driver, vehicle, roadway, citation and adjudication, and injury surveillance. The Technical Committee shall use timeliness, completion, accuracy, uniformity, integration, and accessibility to properly access the data quality.

C. Activities. The Technical Committee will:

- 1) develop consensus among agencies for system direction and priorities;
- 2) form and serve with technical standing and ad-hoc sub-committees to complete various tasks and provide guidance;
- 3) oversee the Data Quality Subcommittee;
- 4) obtain input from Technical Committee members and stakeholders to assemble and approve annual Traffic Records Strategic Plan;
- 5) make recommendations to the Executive Committee regarding grant and/or other funding of improvement projects as deemed necessary;
- 6) ensure implementation of required revisions, updates, and data quality based on internal reviews and external requirements;
- 7) make recommendations to the Executive Committee regarding direction of enhancements to further improve the updates, enhancements, and data sharing among agencies;
- 8) obtain input from various State and local agencies to coordinate data collection and analysis tools; and
- 9) establish critical timelines, performance goals, performance measures, and budgets for various aspects of approved projects.

D. Meeting Frequency. The Technical Committee shall meet at least three (3) times per calendar year. Currently, the Technical Committee meets quarterly. Additional meetings may be required.

E. Meeting Recorder. The Illinois Department of Transportation's Bureau of Safety Programs and Engineering is responsible for meeting agendas, meeting minutes, and notes and other meeting materials. The agenda shall be distributed prior to the meeting. The agenda and meeting minutes will be posted to the [TRCC website](#).

4. ACCOUNTABILITY

The TRCC shall ensure complete, accurate, timely, accessible, integrated, and uniform traffic records through crash, driver, vehicle, roadway, citation and adjudication, and injury surveillance. All findings shall be reported pursuant to the federal requirements, as applicable.

5. CHARTER MAINTENANCE

The Illinois Department of Transportation's Bureau of Safety Programs and Engineering is responsible for the maintenance of this Charter. IDOT Traffic Records Coordinator serves as the primary contact for updates to this Charter.

6. REVISION HISTORY

This charter shall be reviewed and updated biennially. Unscheduled reviews and updates may be made, if required by applicable federal laws and regulations.

Changes to this charter are as follows:

- Reformatted the charter into the standard committee charter template;
- Overhauled previous charter, including verbiage and terminology;
- Included reference to the new supplemental document called the TRCC Guidelines; and
- Updated corresponding MOU and required signatures.

The current version of this charter is available within the Committee Charters folder in the [PowerDMS Policy Center](#).

Archived versions of this charter may be obtained by contacting the Document Services Unit in the Bureau of Business at DOT.Policy@illinois.gov.

7. CLOSING NOTICE

For more information regarding committee establishment and function, see [DO 02-04: Committee Establishment & Function](#).

Supersedes: State of Illinois Traffic Records Coordinating Committee (TRCC) Charter Executive and Technical, Effective Date 06/01/2007

Attachments: Memorandum of Understanding