SCHOOL BOARD

Exhibit - Access to Closed Meeting Minutes and Verbatim Recordings

The Board must allow its duly elected officials or appointed officials filling a vacancy of an elected office access to closed session minutes and verbatim recordings (5 ILCS 120/2.06(e)), amended by P.A. 99-515. The following subheads implement the logistics of granting this access.

Note: If the board wishes to mirror the statutory language, replace checkboxes below with: “Records Secretary; Administrative official of the public body; and Any elected official of the public body.”

Access to Closed Meeting Minutes

Duplicate this section for each grant of access to closed meeting minutes.

Date: __________ Time: __________ Storage Location: ______________________________

Name of person(s) responsible for storing the closed meeting minutes: ______________________________

☐ Access granted

Date access occurred: __________ Start time: __________ End time: __________

Requesting Board member’s name (Please print) ______________________________

In the presence of: (Check appropriate box and insert name on line.)

☐ Recording Secretary ______________________________
☐ Superintendent or designated administrator ______________________________
☐ Elected Board member ______________________________

For requesting Board member: (Read the following and sign below.)

While the Open Meetings Act does not provide a cause of action against me or the Board for disclosing closed session discussions (Swanson v. Board of Police Commissioners, 555 N.E. 2d 35 (1990)), I acknowledge and understand that any disclosures by me of information in the closed session minutes not yet released to the public could subject me to a possible civil action alleging that I created harm to another, i.e., an intentional tort(s).

Requesting Board Member Signature ______________________________ Date ______________________________

Verbatim Recording Access

Duplicate this section for each grant of access to verbatim recordings.

Date: __________ Time: __________ Storage Location: ______________________________

Name of person(s) responsible for storing the verbatim recording: ______________________________

☐ Access granted

Date access occurred: __________ Start time: __________ End time: __________

Requesting Board member’s name (Please print) ______________________________

In the presence of: (Check appropriate box and insert name on line.)

☐ Recording Secretary ______________________________
☐ Superintendent or designated administrator ______________________________
☐ Elected Board member ______________________________

☐ Access denied ☐ Access unavailable. Verbatim recording requested is older than 18 months and was destroyed pursuant to 5 ILCS 120/2.06(c).
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For requesting Board member: (Read the following and sign below.)

While the Open Meetings Act does not provide a cause of action against me or the Board for disclosing closed session discussions (Swanson v. Board of Police Commissioners, 555 N.E. 2d 35 (1990)), I acknowledge and understand that any disclosures by me of information in the verbatim recordings could subject me to a possible civil action alleging that I created harm to another, i.e., an intentional tort(s).

Requesting Board Member Signature  ____________________________  Date  ____________________________

Adopted 12-12-16