21 December 2016 2:220-E7

# 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). |

**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