June 2021 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). 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. Bd. of Police Commissioners, 197 Ill.App.3d 592 (2nd Dist. 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. Bd. of Police Commissioners, 197 Ill.App.3d 592 (2nd Dist. 1990)), I acknowledge and understand that any disclosures by me of information in the closed session 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