

Executive Summary: Move to Destroy Closed Session Minutes 18 Months or Older (February 2025)

Pursuant to the state Open Meetings Act and board governance policy, a review of closed session verbatim audio recordings dated February 2025 or older has been conducted to determine eligibility for destruction.

Key Considerations & Justification

The audio recordings from February 2025 and earlier cover closed session deliberations that have met all statutory retention thresholds and no longer warrant physical storage:

- **Personnel & Administrative Matters:** Discussions involving the appointment of employees, superintendent interviews, superintendent search processes, and formal employee evaluations.
- **Labor & Grievance Discussions:** Strategy sessions covering union contract negotiations, individual employee union matters, and uniform grievance reviews.
- **Student Privacy Matters:** Closed deliberations regarding specific student discipline proceedings.

Because the required statutory timeframe (minimum 18 months) has elapsed, approved written minutes exist as the permanent record, and no pending litigation or open records disputes pertain to these specific sessions, destruction of these audio files is legally permissible and operationally appropriate.

Statutory Basis & Next Steps

Under applicable open meetings legislation, verbatim recordings of closed sessions may be destroyed if at least 18 months have passed since the recording was made, the board has approved written minutes of the executive session, and no active litigation or legal challenge exists concerning those meetings.

- **Action Requested:** A formal motion during open session authorizing the destruction of all closed session audio recordings dated February 2025 or older.
- **Documentation:** A certificate or record of destruction will be executed and retained by the board secretary following the execution of this action.

Recommendation

It is recommended that the Board of Education vote to authorize the destruction of closed session audio recordings dated February 2025 or older. Physical retention of these recordings is no

longer required by law, written minutes serve as the official historical record, and routine disposal reduces administrative storage liabilities while maintaining compliance with state record retention standards.