

Geneva Community Unit School District 304  
Office of the Superintendent

MEMO

To: Board of Education  
From: Kent D. Mutchler  
Subject: Disposition of the Verbatim Record of Closed Meetings  
Date: September 24, 2012

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Per the Illinois Open Meetings Act, the verbatim record of closed session meetings are not required to be reviewed by the Board prior to their destruction and they may be destroyed no less than eighteen months after the completion of the meeting recorded, but only after: 1) "the public body approves the destruction of a particular recording;" and 2) "the public body approves minutes of the closed meeting that meet the written minutes requirements as set forth in the Act." The Board has previously approved all of the written minutes for these closed meetings.

At this time, it is recommended that the Board authorize the destruction of the verbatim recorded closed session minutes listed below.

**2010:**

1/11/2010, 1/25/2010, 2/8/2010, 2/12/2010, 2/22 reconvened 2/23/2010, 3/22/2010,  
4/12/2010, 4/26/2010, 5/10/2010, 6/14/2010, 6/28/2010, 7/19/2010, 8/9/2010, 8/23/2010,  
9/25/2010, 9/27/2010, 10/25/2010, 11/8/2010, 12/13/2010

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