

School Board Meeting Procedure

2:220-E7 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

APPROVED: September 27, 2021

Harlem School District 122
