

Verbatim Record of Closed Meeting

The Board of Education will keep minutes of meetings whether open or closed, and a verbatim record of all closed meetings including closed meetings of all of its committees and subcommittees. A verbatim record of all closed sessions of meetings shall be kept in the form of an audio recording (see Form 0168.2 F1).

The Board shall provide and make available a recording device for use during closed meetings and only one (1) recording device will be allowed. Individuals shall not be allowed to bring their own recording device to closed meetings.

The Board Secretary or his/her designee will be responsible for operating the recording device for all closed meetings of the Board. Each committee or subcommittee of the Board shall designate the person(s) responsible for recording closed meetings and submit such designation(s) in writing to the Board Secretary.

Once the person presiding at the closed meeting has been advised that the recording device is operating properly s/he shall call the meeting to order and request a roll call. Following the roll call, all other persons allowed to be present shall state their name, position or reason for their presence. The person presiding shall then proceed to conduct the closed meeting.

The person responsible for operating the recording device shall maintain the audio tape in a safe and secure location under lock and key. That person shall properly label each tape and prepare and maintain a written index of the tapes. A copy of the written index of tapes and their location shall be given to and also maintained by the Board Secretary.

Access to non-released tapes shall be limited to the Board Secretary or his/her designee, or other person(s) designated as responsible for recording closed meetings, the District's attorney(s), the public body that conducted the closed meeting, and such others as are given prior, written consent by the public body.

Any person(s) given written consent for access by the public body shall sign a log indicating the date and time s/he listened to a particular tape. Individuals allowed access shall listen to and/or watch the tapes only under supervision. No copies of non-released tapes shall be made.

The tape of a closed meeting may be destroyed eighteen (18) months after the completion of the closed meeting if the public body conducting the closed meeting approves the destruction of the particular recording and if it approves minutes of the closed meeting that are in accord with the written minutes requirement of Section 2.06(a) of the Act.

Unless the public body that conducted the closed meeting determines that a recording no longer requires confidential treatment, or otherwise consents to disclosure, the verbatim recordings of closed meetings shall not be open for public inspection or subject to discovery in any administrative proceeding, except when and to the extent it is available to the court for in-camera examination as provided by law.

5 ILCS 120/2.06