

Document Status: Draft Update

Board of Education 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)), amended by P.A. 99-515. [PRESSPlus1](#) The following subheads implement the logistics of granting this access.

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. Board of Police Commissioners, 555 N.E. 2d 351 197 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. Board of Police Commissioners, 197 Ill.App.3d 592 (2nd Dist. 1990), 555 N.E. 2d 35 (1990)), I acknowledge and understand that any disclosures by me of information in the closed session, I acknowledge and understand that any disclosures by me of information in the 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

DATED: April 22, 2019

PRESSPlus Comments

[PRESSPlus 1](#). Updated in response to a five-year review. **Issue 107, June 2021**

