

Verbatim Record of Closed Meeting

The Board of Education **and all Board appointed committees (also collectively referred to herein as the “public body”) shall 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 **an audio** 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 **shall 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. **During the role call, each member of the public body shall state whether s/he is physically present or attending via electronic conference.** 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.

All closed session recordings of the Board or its committees shall be maintained by the Board Secretary or his/her designee. The person responsible for operating the recording device—The Board Secretary or his/her designee shall maintain the **audio recording** in a safe and secure location under lock and key. **That person** S/he shall properly label each **recording** and prepare and maintain a written index of the **recordings. the Board Secretary** **Notwithstanding the above, there may be instances where the Board of Education determines that a particular closed session involves a topic for which it may not be appropriate for the recording to be maintained by the Board Secretary. If so, the Board shall make such determination and designate the Superintendent as the person responsible for maintaining the recording in a safe and secure location under lock and key. The Board Secretary shall be advised of such arrangements and shall note such on the aforementioned written index.**

Access to **non-released recordings** 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 (**including individual members of the public body**), 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 access to any recordings** shall sign a log indicating the date and time s/he listened to a particular **recording. The Board Secretary shall be responsible for maintaining the log.** Individuals allowed access shall listen to **and/or watch** the **recordings** only under the supervision of **the Board Secretary or his/her designee**. No copies of **non-released recordings** shall be made for members of the general public. **However, copies of recordings may be made for members of the public body at their request for the purpose of listening to such recordings. These copies will be made and distributed by the Board Secretary or his/her designee. Members of the public body who**

request copies of recordings are prohibited from making any additional copies, and must return them to the Board Secretary or his/her designee no later than 30 days after they receive them unless granted an extension of time that is authorized by the Board President. Upon return, such copies shall be destroyed. No original versions of recordings will be removed from the building where they are being stored and maintained by the Board Secretary or his/her designee.

The **recording** of a closed meeting may be destroyed **no earlier than twenty-four (24) months ~~eighteen (18)~~** 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. **Verbatim recordings shall not be** subject to discovery in any administrative or judicial proceeding, except ~~when and to the extent it is available to the court for in-camera examination as provided by law~~ as provided under Section 2.06(e) of the Act, or when otherwise required by law.

5 ILCS 120/2.06

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