

**Executive Board Governance and Operations**

**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.

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 (2<sup>nd</sup> 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.App3d 592 (2<sup>nd</sup> 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

DATE:                    November 2016  
REVIEWED:            October 28, 2021  
REVISED:              October 28, 2021