

### School Board

#### 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