

**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. 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:					
<input type="checkbox"/> <b>Access granted</b>					
Date access occurred:		Start time:		End time:	
Requesting Board member's name <i>(Please print)</i> In the presence of: <i>(Check appropriate box and insert name on line.)</i> <input type="checkbox"/> Records Secretary <input type="checkbox"/> Administrative official of the public body <input type="checkbox"/> Any elected official of the public body					

**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 35 (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:					
<input type="checkbox"/> <b>Access granted</b>					
Date access occurred:		Start time:		End time:	
Requesting Board member's name <i>(Please print)</i> In the presence of: <i>(Check appropriate box and insert name on line.)</i> <input type="checkbox"/> Records Secretary <input type="checkbox"/> Administrative official of the public body <input type="checkbox"/> Any elected official of the public body					

**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, 555 N.E. 2d 35 (1990)), 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: August 7, 2017

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**Aurora East USD 131**