**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)), 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: __________________

☐ 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 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: __________________

☐ 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, 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

DATED: December 19, 2016

Date