

**CARL SANDBURG COLLEGE**

**Board of Trustees Meeting**

**Regular Meeting – June 26, 2008**

**Item** 4.8 Authorization for Destruction of Verbatim Recordings of Closed Sessions

**Focal Points and Goals**

E-5 & 7

**Background**

In accordance with the Open Meetings Act, as amended by Public Act 93-523, a verbatim record has been kept of all meetings of the Board of Trustees of Community College District 518, that are closed to the public, as of January 2004. The verbatim record is in the form of an audio recording. The audio CD recording of closed sessions are not subject to Board approval, nor are they open for public inspection or subject to discovery in any proceeding other than a court action to enforce the Open Meetings Act.

Furthermore, in accordance with the law, Michael T. Bavery, the Board Secretary, has authorized for destruction of CD recordings of closed meetings that meet the following criteria:

1. A verbatim record exists;
2. At least 18 months have passed since the date of the meeting;
3. The Board of Trustees have approved the written minutes of the closed meeting as to form, regardless of whether the minutes have been released for public review; and,
4. There is no lawsuit pending regarding the legality of the closed session.

**Recommended Action**

The Administration recommends the Board of Trustees approve the following destruction of verbatim audio CD's of Closed Session meetings from: June 2006 through November 2006, as all the criteria for destruction of these CD's under the amended Public Act 93-523, of the Open Meetings Act, has been met.