

Procedures for Verbatim Records

The Open Meetings Act, Section 5 ILCS/2.06, requires that public bodies maintain a verbatim record of all closed meetings in the form of an audio or video recording. Following are the procedures to be followed for all verbatim records.

Verbatim Records

- Verbatim records shall be made by audio or video recording. Each recording shall be labeled with the name of the meeting body and the date, time, and place of the meeting. A statement identifying each participant and the purposes for the closed meeting should be made at the beginning of the closed meeting.
- All verbatim records of closed meetings are confidential and not subject to release except as required by law.
- The Board Secretary, or her/his designee, shall be responsible for creating the verbatim record. After a closed meeting, the verbatim record shall be delivered immediately to the Executive Assistant for storage in a secure location at Park District headquarters.
- Under the Local Records Act, verbatim records may be destroyed 18 months (or later) after the completion of the meeting recorded without notification to or the approval of a records commission or the State Archivist, but only after the public body approves the minutes of the closed meeting and also approves the destruction of a particular recording.