

MCHENRY COUNTY CONSERVATION DISTRICT  
RESOLUTION #20-07

AUTHORIZING THE DESTRUCTION OF LISTED VERBATIM RECORDINGS  
OF EXECUTIVE SESSION MEETINGS BETWEEN JANUARY 1, 2018 AND JUNE 30, 2018

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WHEREAS, the McHenry County Conservation District (hereinafter referred to as the "District"), is a conservation district organized and existing under the laws of the State of Illinois (70 ILCS 410); and

WHEREAS, the District as a unit of local government, is subject to the provisions of the Open Meetings Act (5 ILCS 120); and

WHEREAS, the District may hold a meeting closed to the public upon a majority vote of a quorum present, taken at a meeting open to the public for which notice has been given as required by the act (5 ILCS 120); and

WHEREAS, the Open Meetings Act (5 ILCS 120/2.06) requires a verbatim record of all closed meetings in the form of an audio or video recording; and

WHEREAS, the verbatim record(s) may be destroyed no less than 18 months after the completion of the meeting after the Board of Trustees approves the destruction and the Board of Trustees has approved minutes of the meeting (5 ILCS 120/2.06c) ; and

WHEREAS, the minutes of the listed closed session meeting minutes have been approved and accepted by the Board of Trustees at an official meeting of the Board of Trustees;

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of the District that it is desirable, and in the best interest of the District, its Board of Trustees, Executive Director or his/her designee to authorize the destruction of the listed verbatim recordings of Executive Session meetings between January 1, 2018 and July 30, 2018 in compliance with the Illinois Open Meetings Act.

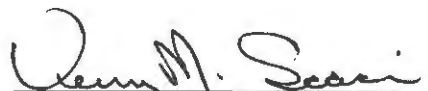
IN WITNESS WHEREOF, this Resolution #20-07 has been executed this 25<sup>th</sup> day of February, 2020, by the President and attested by the Secretary of the Board of Trustees of the District.

Ayes: 7

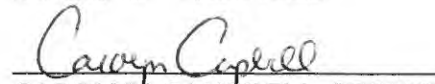
Nays: 0

Absent: 0

Abstain: 0



VERNON SCACCI, PRESIDENT  
BOARD OF TRUSTEES



CAROLYN CAMPBELL, SECRETARY  
BOARD OF TRUSTEES

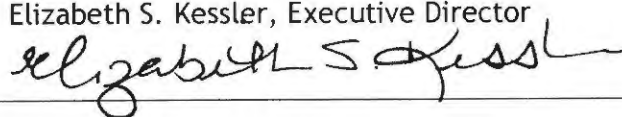


*McHenry County*  
CONSERVATION DISTRICT

## BOARD SUMMARY

DATE: February 25, 2020

TO: Board of Trustees

THROUGH: Elizabeth S. Kessler, Executive Director  
  
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FROM: Anne Basten, Executive Assistant

RE: Resolution #20-07 - Authorization to Destroy Executive Session Verbatim Records

**SUMMARY:**

Under the Open Meetings Act (5 IL CS 120/2.06) the District is required to keep verbatim audio recordings of Executive Session meetings. These verbatim records may be destroyed by the public body after no less than 18 months after the completion of the meeting after:

1. The public body approves the destruction of the particular recording; and
2. The public body approves the minutes of the closed meeting that meet the written requirements of the Act.

**RECOMMENDATION:**

Staff recommends the destruction of verbatim audio recordings of the following Executive Session meetings listed below through the process of reformatting of the SD cards (erasing through scrambling of the digital audio recordings so the cards can be used again). Each of these meetings has approved written minutes on file that comply with the requirements of the Act.

**MOTION:**

*Consent Agenda. Resolution #20-07* authorizing the destruction of listed verbatim recordings of Executive Session meetings prior to July 2018, in compliance with the Illinois Open Meetings Act.

3/15/2018	5/17/2018 Sessions I & II
5/23/2018	5/29/2018
6/21/2018	