

AGENDA ITEM 7D.

REPORT OF DESTRUCTION OF VERBATIM RECORD OF THE CLOSED MEETING DECEMBER 5, 2024

Submitted for:

REVIEW – Note – Action to be taken after returning to open session

Summary:

While the Illinois Open Meetings Act, [5 ILCS 120] (the “**Open Meetings Act**”) generally requires that public bodies conduct their business at meetings that are open to the public, the Open Meetings Act also provides various exceptions for matters to be discussed in a closed session. In compliance with the Open Meetings Act, the Illinois Student Assistance Commission (ISAC) has, from time to time, held closed meetings to discuss certain confidential matters that are exempt from public disclosure under the Open Meetings Act.

The Open Meetings Act states in relevant part as follows:

“(a) all public bodies shall keep written minutes of all their meetings, whether open or closed, and a verbatim record of all their closed meetings in the form of an audio or video recording...

(c) the verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act no less than 18 months after the completion of the meeting recorded but only after: (1) the public body approves the destruction of a particular recording; and (2) the public body approves minutes of the closed meeting that meet the written minutes requirements of the Open Meetings Act.” (5 ILCS 120/2.06)

The Audit Committee, on April 17, 2025, approved the minutes of the closed session of December 5, 2024 Audit Committee meeting; and at least 18 months have transpired since the recording of that meeting as required by the Open Meetings Act.

Based on the foregoing legal authority, ISAC staff asks that the Commission approve the following resolution.

Actions requested:

“BE IT RESOLVED that the **Audit Committee** approves the destruction of the verbatim record of the closed session of the December 5, 2024 Audit Committee meeting as the minutes have been approved and at least 18 months have transpired since the completion of that meeting.