



**CITY COUNCIL AGENDA ITEM**

**To:** Mayor Graham and City Council

**From:** Maryanne Fair, Deputy City Clerk  
Philip Goodwin, City Clerk  
Walter Denton, City Administrator

**Date:** August 15, 2005

**Subject:** Establishing Procedures for Recording of Closed Sessions

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**List of committees that have reviewed:** n/a

**Background:** Public Act 93-0523, effective January 1, 2004, requires that all units of local government audio or video record their closed sessions. The recordings must be kept a minimum of 18 months and they cannot be destroyed thereafter unless the written minutes have been approved. The tape can be destroyed only after the City Council approves the destruction in open session.

**Legal Considerations, if any:** The firm Ancel, Glink, Diamond, Bush, Dicianni & Rolek, P.C. originated the ordinance to ensure compliance to the Act.

**Budget Impact:** None.

**Staff Recommendation:** The Clerk's office recommends approval and passage of the ordinance in order to remain in compliance with the Open Meetings Act.