



CITY COUNCIL AGENDA ITEM

To: Mayor Graham and City Council

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

Date: February 1, 2010

Subject: Executive Session Minutes Retention and Audio/Video Recording Destruction

List of committees that have reviewed: A committee is not required to review. The City Administrator has reviewed Schedule B of the Executive Session minutes and determined that they will remain closed.

Background: Per the Open Meetings Act, 5 ILCS 120/2.06, closed session minutes must be reviewed twice a year in order to determine retention or release. It has been determined that those minutes listed on Schedule B shall remain closed as confidentiality still exists. Regarding the audio/video recordings, the eighteen month statutory time has elapsed and the tapes are ready for destruction.

Legal Considerations, if any: As outlined above.

Budget Impact: n/a

Staff Recommendation: To approve the passage of the resolution that the Executive Session minutes remaining closed as outlined and the audio/video recordings are destroyed as per Ordinance 3368.