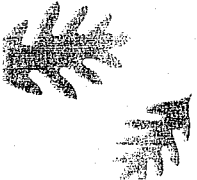


Peoria Park District



MEMO

DATE: March 7, 2007
TO: Park Board Trustees
FROM: Bonnie W. Noble *BWN*
Director
SUBJECT: **ATTACHED RESOLUTION**

BACKGROUND

Attached you will find a Resolution Adopting Procedures for the Audio Recording of Closed Sessions and the Procedures for the Destruction of Audio Recordings of Closed Sessions prepared by Attorney Konsky.

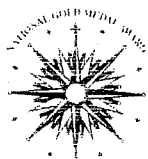
RECOMMENDATION

Staff recommends adopting this resolution.

Thank you.

Resolution attached

slm



**THE PLEASURE DRIVEWAY AND PARK
DISTRICT OF PEORIA, ILLINOIS**

**A RESOLUTION ADOPTING PROCEDURES FOR THE AUDIO
RECORDING OF CLOSED SESSIONS AND THE PROCEDURES FOR
THE DESTRUCTION OF AUDIO RECORDINGS OF CLOSED SESSIONS**

WHEREAS, Public Act 93-0523, effective January 1, 2004, requires all Illinois units of local government, including park districts, to audio or video record closed meetings; and

WHEREAS, The Trustees of THE PLEASURE DRIVEWAY AND PARK DISTRICT OF PEORIA, ILLINOIS, desire to establish procedures for the audio recording of closed meetings and procedures for the destruction of closed meeting audio recordings in accordance with the provisions of the Open Meetings Act,

NOW, THEREFORE, BE IT RESOLVED by the Trustees of THE PLEASURE DRIVEWAY AND PARK DISTRICT OF PEORIA, ILLINOIS that Part I, Section II, Subsection 14 of the Peoria Park District's Policy Manual is hereby amended by adding the following:

.03 Audio Recording of Closed Meetings

(A) The Board Secretary is in charge of operating the audio recording device and of maintaining and storing the audio recordings of closed meetings in a locked safe. If the Board Secretary is not present at a meeting, the person responsible for keeping the written minutes of the meeting will be in charge of operating the audio recording device.

(B) The Board Secretary shall identify each audio recording at the beginning of the closed meeting by stating the date, time, the name of the Board, place of the closed meeting, the exceptions to the Open Meetings Act utilized in the open meeting to go into a closed meeting, and the individuals present. The Board Secretary shall note on the audio recording the time of arrival of any person not present at the beginning of the meeting and state the time of departure of any person leaving the meeting prior to its adjournment.

(C) At the conclusion of the closed meeting, the Board Secretary shall conclude the audio recording of the closed meeting by providing the date, the name of the Board, the individuals present at the closed meeting, and the time the closed meeting concluded.

(D) If an audio tape is used to record a closed meeting, only one closed meeting will be recorded on each audio tape. Audio tapes shall be of sufficient length (e.g., 120-240 minute audio tapes) to record an entire closed meeting on a single audio tape. Each audio tape will be labeled with the date, name of the Board, the exceptions to the Open Meetings Act utilized in the open meeting to go into a closed meeting, and the first date when the audio tape can be destroyed. An audio recording of a closed meeting shall not be open for public inspection or subject to discovery in any administrative or judicial proceeding other than pursuant to the provisions of Section 2.06(e) of the Open Meetings Act. A Park District trustee who wishes to listen to an audio recording of a closed meeting shall make arrangements with the Board Secretary to listen to the recording. The Board Secretary shall be responsible for operating the recording device so that the Trustee can listen to the audio recording. Trustees shall not be permitted to remove an audio recording from the building where it is stored or to make a copy of the audio recording.

.04 Destruction of Closed Meeting Audio Recordings

(A) Audio recordings of closed meetings must be retained by the Park District for a period of at least 18 months after the meeting is recorded. After that time, the audio recording may be destroyed but only after:

- (i) The Board of Trustees approves the destruction of of a particular recording; and
- (ii) The Board of Trustees approves minutes of the closed meeting that include, but need not be limited to:
 - (1) the date, time and place of the meeting;
 - (2) the members of the Board of Trustees recorded as either present or absent and whether the members were physically present or present by means of video or audio conference; and
 - (3) a summary of discussion on all matters

proposed, deliberated or decided and a record of any votes taken.

The Board's approval of the closed meeting minutes may occur at a closed meeting. The Board's approval of the destruction of closed meeting audio recordings that have been retained for at least 18 months must occur at an open meeting.

THE PLEASURE DRIVEWAY AND PARK DISTRICT OF PEORIA, ILLINOIS

BY: _____
Its _____

ATTEST:

BY: _____
Its _____