

RESOLUTION 2025-xx

**A RESOLUTION AUTHORIZING THE DESTRUCTION OF
AUDIO RECORDING OF CLOSED SESSION MINUTES**

WHEREAS, the Open Meetings Act requires governmental bodies to audio or video record their closed meetings; and

WHEREAS, this governmental body has complied with that requirement; and

WHEREAS, the Open Meetings Act permits governmental bodies to destroy the verbatim record of closed meetings without notification to or the approval of a Records Commission or the State Archivist not less than eighteen (18) months after the completion of the meeting recorded, but only after:

1. It approves the destruction of a particular recording; and
2. Approves the written minutes of the closed meeting; and

WHEREAS, for the verbatim record by tape of the meetings set forth in paragraph 1 of this Resolution, at least eighteen (18) months have passed since the completion of those meetings, and this governmental body has approved written minutes for each of the meetings or portions of meetings set forth in paragraph 1; and

WHEREAS, this governmental body may order the destruction of the verbatim record even if it continues to withhold the approved written minutes of the closed session until some later period of time.

NOW THEREFORE BE IT RESOLVED by the Mayor and the Board of Trustees of the Town of Cortland, DeKalb County, Illinois, as follows:

1. Based upon the statements made within the preamble to this resolution, the Board of Trustees of the Town of Cortland hereby orders the destruction of the verbatim record being an audio tape of the following executive session meetings as listed in Exhibit A.
2. This Resolution shall be in full force and effective immediately upon its passage.

PASSED by the Board of Trustees of the Town of Cortland, DeKalb County, Illinois, at its regular Board meeting held on _____, 2025.

Ayes:

Nays:

Absent:

APPROVED by the Mayor on the ____ day of _____ 2025.

(SEAL)

Mark Pietrowski, Mayor

ATTEST:

Cheryl Aldis, Town Clerk

EXHIBIT A

Town of Cortland Board of Trustees Meeting Dates, Closed Session Tapes:

September 11, 2023