

## **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 September 22, 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:**

**January 22, 2024**