



**AGENDA ITEM # 8C**

**AGENDA ITEM EXECUTIVE SUMMARY  
Village Board Meeting  
June 28, 2021**

**Item Title:** Verbatim Executive Session Minutes on CD

**Staff Contact:** Patty Burns, Village Clerk

**VILLAGE BOARD ACTION**

**Approve the destruction of the Verbatim Executive Session recordings from September 2018 through May 2021 that can be legally destroyed per state statute.**

**Executive Summary:**

Per State statute, every Executive Session meeting must be recorded. By statute, these verbatim recordings on CD must be kept for 18 months. After 18 months the recording can be destroyed as long as the recording does not contain any information related to ongoing litigation. At the June 11, 2018 Committee of the Whole meeting, the Village Board approved bringing this request directly to the Village Board agenda for approval versus first bringing it into Executive Session for approval.

**Implications:**

**Is this item budgeted?** NA

**Any other implications to be considered?** NA

**Attachments:**

None