

AGENDA ITEM 12A

REDETERMINATION REGARDING CONFIDENTIALITY OF CLOSED MINUTES OF THE COMMISSION AND APPROVAL OF VERBATIM RECORD DESTRUCTION

Submitted for: Action

Summary: While the Illinois Open Meetings Act, [5 ILCS 120] (the “**Open Meetings Act**”) generally requires that public bodies conduct their business at meetings that are open to the public, the Open Meetings Act also provides various exceptions for matters to be discussed in a closed session. In compliance with the Open Meetings Act, the Illinois Student Assistance Commission (ISAC) has, from time to time, held closed meetings to discuss certain confidential matters that are exempt from public disclosure under the Open Meetings Act.

Under the Open Meetings Act, ISAC is required to “meet at least semi-annually to review minutes of closed meetings to determine (1) whether the need for confidentiality still exists as to all or a part of the closed meeting minutes or (2) whether the minutes or portions thereof no longer require confidential treatment and are available for public inspection.” (5 ILCS 120/2.06(d))

The General Counsel has made the determination that the minutes of the following closed meetings are confidential and should remain closed: September 16, 2013, January 10, 2014, January 30, 2014, April 22, 2014, and July 22, 2014 meetings.

Additionally, the Open Meetings Act states in relevant part as follows:
“(a) all public bodies shall keep written minutes of all their meetings, whether open or closed, and a verbatim record of all their closed meetings in the form of an audio or video recording...
(c) the verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act no less than 18 months after the completion of the meeting recorded but only after: (1) the public body approves the destruction of a particular recording; and (2) the public body approves minutes of the closed meeting that meet the written minutes requirements of the Open Meetings Act.” (5 ILCS 120/2.06).

The June 14, 2018 closed meeting minutes which comply with the Open Meetings Act, have been previously approved by the Commission and at least 18 months has transpired since the recording of that meeting. Those minutes were opened to the public by the commission when the minutes were approved.

The Commission has been provided, attached hereto as Exhibit A, the rationale for maintaining the confidentiality of the foregoing minutes and under separate cover, has been provided the confidential materials in support of this Agenda

Item. Based on the foregoing legal authority and General Counsel determination, ISAC staff requests the following action:

Action requested: That the Commission approve the following resolutions:

“BE IT RESOLVED that the Commission has determined the need for confidentiality still exists for the minutes of its closed sessions for September 16, 2013, January 10, 2014, January 30, 2014, April 22, 2014, July 22, 2014 and therefore should remain closed”.

“BE IT FURTHER RESOLVED that the Committee approves the destruction of the verbatim record of the closed session of the June 14, 2018 Commission meeting as at least 18 months has transpired since the completion of those meetings.”

Exhibit A

Meeting Date	Basis for Confidential Treatment (CT) Under the Open Meetings Act	Should Minutes Remain Closed?
9/16/13	5 ILCS 120/2(c) (21) "litigation matters"	Yes
1/10/14	5 ILCS 120/2(c) (21) "litigation matters"	Yes
1/30/14	5 ILCS 120/2(c) (21) "litigation matters" and (11) "Discuss closed session minutes"	Yes
4/22/14	5 ILCS 120/2(c) (21) "litigation matters"	Yes
7/22/14	5 ILCS 120/2(c) (21) "litigation matters" and (11) "Discuss closed session minutes"	Yes