

# TUSCOLA COUNTY PLANNING COMMISSION NEWS LETTER

125 S. Lincoln St. Caro Michigan

tcplanning @ tuscolacounty.org

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## Topic: Document Retention

Is your office or meeting place filling up with old documents? Had you thought you would like to clean the place out? Maybe with a community bonfire? Many of us are overwhelmed with all that paper, some of which no one has looked at since it was written. The State has two documents you will find useful. "Records Management Manual for Local Governments" and "Electronic Mail Retention Guidelines". Both are produced by the state Records Management Services and can be downloaded from the following site. [www.michigan.gov/recordsmanagement](http://www.michigan.gov/recordsmanagement) The County Planning Commission, recommends that your clerk has a copy of each for reference.

The County Planning Commission used them as we started through our file cabinets, overflowing with papers from as far back as the 60's. With a paper shredder at hand we winnowed the stuff down, carefully labeling as we went. **It is recommended that the materials you do not keep be shredded.** The Recycling Center will do it for you while you watch. If you label as you go, those document with a retention time can more easily be found and destroyed as they become obsolete. We downsized from 2 stuffed cabinets to 1 drawer of "keep forever" and 1 of "your time is coming".

With the advent of e-mail, copies of some of those must also be maintained. Remember that litigation/discovery and FOIA request, both apply to all relevant e-mail messages. Isn't technology wonderful? More files and paper.

## Did you Know?

Clerks, if you tape your meetings these recording must be kept until the minutes are approved. The MTA recommends (12/2011, pg 10) that you erase or completely destroy the recording and/or notes by the day following approval. The municipality is responsible to provide copies of notes/and or recordings if a FOIA request is received while the recording or notes exist.

## State Law Update:

Introduced in September, HB 5859 is proposed to amend PA110 of 2006. This bill authorizes the building of a structure and associated equipment for measuring wind speed in all agricultural areas. Some restrictions are included. For those municipalities in the wind tower target area this could be an item to keep an eye on.

Also introduced in September, SB 1244 that also proposes to amend PA110 of 2006. This bill deals with amateur radio antennas and how local ordinances may be written to deal with this issue.

We will update you as these bills progress through the Michigan Legislature.

**Other bits and pieces:** Our newest member is Nancy Barrios of Cass City, who replaces Don Richards. Don served us in varying capacities, secretary, vice chair, and parliamentarian, as well as being the word-smith who wrote elegant missives to the various bodies we deal with. He will be sorely missed. Those of you in the Cass City area will find Nancy to be a hardworking individual, dedicated to being of service to your communities as well as the county.

**REMINDER: Documents submitted to the County Planning Commission for consideration, must be received by the 15<sup>th</sup> of the month prior to our meeting.** Master Plans, Zoning Ordinances, Rezoning, Amendments etc. require research and careful screening. Because we are a rural county, we do not have an office staff, nor do we meet more than once a month. This means that "within 30 days" may not be possible. Please help us to help you by getting documents to us in a timely manner.

**We are here to assist you:** Please feel free to contact any of us if you have questions.

These are the representatives for each municipality. You can contact them via our email site.

Nancy Barrios: Elkland, Elmwood, Novesta, Village of Cass City, Village of Gagetown.

Zygmunt Dworzecki: Akron, Columbia, Village of Akron, Village of Fairgrove, Village of Unionville.

Keith Kosik: Denmark, Fairgrove, Gilford, Village of Reese, Wisner.

Lonnie Kester: Arbela, City of Vassar, Millington, Vassar, Village of Millington.

Cindy Kapa: Dayton, Fremont, Village of Kingston, Village of Mayville, Watertown.

Bill Thayer: Almer, City of Caro, Ellington, Indianfields, Wells.

Ione Vyse: Juniata, Kingston, Koylton, Tuscola.

Our Meetings: The first Wednesday of each month at 5:30 pm. in the conference room of the Purdy Building, 125 S. Lincoln St.