

113.3 Records & Electronic Mail Policy

- A. Not all town business is appropriate for e-mail. Information of a sensitive nature, which may need significant discussion may be more effectively conducted at a posted meeting.
- B. Town board members and employees must use good judgment when determining where e-mail is appropriate. Sensitive contract and wage negotiations/etc, that could place the town at risk are inappropriate for e-mail.
- C. E-mails on town business should not develop into a Quorum, which does not align itself with Town Ordinance 101.1. Business that develops into a quorum should be conducted at a posted meeting.
- D. The Town Clerk/Treasurer shall be the official record keeper for the Town of Berry.
- E. Records request pursuant to Chapter 19, Wis. Stats. Shall be directed to the Town Clerk and the proper response made by the office.
- F. The person originating an email message on behalf of their Town position or office shall be responsible in determining if the message is a retainable record under Section 19.32 (2) Wis. Stats. and so note (records file) at the end of the subject line in the message header. The message must be copied to the town Clerk for filing.
- G. All email attachments requiring record storage must also have a copy of the cover message attached indicating date and time sent, originator/sender and the subject line.
- H. Because of the rapid changes in electronic media and storage devices, all records required to be retained by law, shall be transferred from the electronic media to paper documents to assure readability in future years.
- I. All records will be retained and destroyed according to Ordinance 113.1.
- J. This Policy shall take effect and be in force after its approval by the Town of Berry Board of Supervisors

Attachments: (Available at Town Hall)

NECCC Managing E-Mail

Managing your E-Mail

Retention and Disposition of Municipal Records

State of Michigan Electronic Mail Retention Guidelines

Dated this 16th day of March, 2009

Brenda Kahl, Clerk/Treasurer
Timothy Henneman, Sr., Supervisor
Jim Laubmeier, Supervisor

Posted: March 18, 2009

Anthony Varda, Chair
Chris Upper, Supervisor
Susan Studz, Supervisor