

# CASE SUMMARY

**APPLICATION TYPE: OTHER BUSINESS**

KNOXVILLE-KNOX COUNTY

**M P C**  
METROPOLITAN  
P L A N N I N G  
C O M M I S S I O N

T E N N E S S E E

Suite 403 • City County Building  
400 Main Street  
Knoxville, Tennessee 37902  
865 • 215 • 2500  
F A X • 215 • 2068  
www.knoxmpc.org

**File Number:** 5-C-17-OB                      **Related File Number:**  
**Application Filed:** 4/25/2017              **Date of Revision:**  
**Applicant:** METROPOLITAN PLANNING COMMISSION

## PROPERTY INFORMATION

**General Location:**  
**Other Parcel Info.:**  
**Tax ID Number:** 999 999                      **Jurisdiction:**  
**Size of Tract:**  
**Accessibility:**

## GENERAL LAND USE INFORMATION

**Existing Land Use:**  
**Surrounding Land Use:**  
**Proposed Use:**                                      **Density:**  
**Sector Plan:**                                      **Sector Plan Designation:**  
**Growth Policy Plan:**  
**Neighborhood Context:**

## ADDRESS/RIGHT-OF-WAY INFORMATION (where applicable)

**Street:**  
**Location:**  
**Proposed Street Name:**  
**Department-Utility Report:**  
**Reason:** Adopt MPC's Public Records Management Policy

## ZONING INFORMATION (where applicable)

**Current Zoning:**  
**Former Zoning:**  
**Requested Zoning:**  
**Previous Requests:**  
**Extension of Zone:**  
**History of Zoning:**

## PLAN INFORMATION (where applicable)

**Current Plan Category:**  
**Requested Plan Category:**

**SUBDIVISION INFORMATION (where applicable)**

Subdivision Name:

No. of Lots Proposed:

No. of Lots Approved: 0

Variances Requested:

S/D Name Change:

**OTHER INFORMATION (where applicable)**

Other Bus./Ord. Amend.: Adopt MPC's Public Records Management Policy

**MPC ACTION AND DISPOSITION**

Planner In Charge: Terry Gilhula

Staff Recomm. (Abbr.): Approve amendments to public records management policies governing the maintenance and disposition of, and public access to, MPC's public records.

Staff Recomm. (Full): Approve amendments to public records management policies governing the maintenance and disposition of, and public access to, MPC's public records.

Comments: In December 2013, MPC adopted a records management policy, based on provisions of Tennessee Code Annotated Title 10: Public Libraries, Archives and Records, Chapter 7: Public Records. The policy was included as Appendix F in Administrative Rules and Procedures. In late 2016, state law was amended regarding requirements for public access to government records. To comply with the changes, MPC's records management policy has been updated: minor changes were made to the "Policy Basis" and "Management Policy" sections of the previously adopted document, and a new section was added, "Public Records Policy." The new section was written from a model policy provided by the State of Tennessee Comptroller of the Treasury, Office of Open Records Counsel (OORC). While the December 2013 version of public records management policies was included as part of Administrative Rules and Procedures, MPC's attorney recently opined that the policy statements should be removed from Administrative Rules and Procedures and serve as a stand-alone document, as presented in the attached Knoxville/Knox County Metropolitan Planning Commission Public Records Management.

Action: Approved

Meeting Date: 5/11/2017

Details of Action:

Summary of Action: Approve amendments to public records management policies governing the maintenance and disposition of, and public access to, MPC's public records.

Date of Approval: 5/11/2017

Date of Denial:

Postponements:

Date of Withdrawal:

Withdrawn prior to publication?:  Action Appealed?:**LEGISLATIVE ACTION AND DISPOSITION**

Legislative Body: MPC

Date of Legislative Action:

Date of Legislative Action, Second Reading:

Ordinance Number:

Other Ordinance Number References:

Disposition of Case:

Disposition of Case, Second Reading:

If "Other":

If "Other":

Amendments:

Amendments:

Date of Legislative Appeal:

Effective Date of Ordinance: