MARIN EMERGENCY RADIO AUTHORITY
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RESOLUTION NO. 2008-____

A **RESOLUTION OF THE GOVERNING BOARD OF THE MARIN EMERGENCY RADIO AUTHORITY AMENDING THE DOCUMENT RETENTION SCHEDULE**

WHEREAS, the Marin Emergency Radio Authority Board adopted the attached Records Retention Schedule, known as Exhibit A, on June 5, 2008; and

WHEREAS, MERA's records management consultant, Diane Gladwell of Gladwell Governmental Services, Inc., has recommended certain changes in the Schedule based on her use of it during her review of MERA's inactive records in October 2008; and

WHEREAS, the Authority, with the approval of these revised guidelines for the ongoing retention and disposition of its Public Records, will provide for more effective management of its records;

NOW, THEREFORE, BE IT RESOLVED by the Board of the Authority as follows:

Section 1. Retention Schedule: That the following revisions to the Records Retention Schedule for Public Records of the Marin Emergency Radio Authority are hereby approved:

A. Schedule Item No. 7 to include Agenda Packets (Agenda Staff Reports, Bylaws, and Ordinances) – Retention Period-P

B. Schedule Item No. 10 to include Journal Vouchers – Retention Period-A+5

C. Schedule Item No. 11.1 to be added to include Environmental Documents (EIRS, Negative Declarations, etc.) – Retention Period-P

D. Schedule Item No. 15.1 to be added to include Insurance Policies – Retention Period-P

ADOPTED AND APPROVED BY THE MARIN EMERGENCY RADIO AUTHORITY this _____ day of _____ 2008 by the following vote:

Ayes:

Nays:

Absent:

Abstentions:

_____
Chair

_____
Secretary

I hereby certify that the above Resolution No. _____ was duly introduced, read and adopted by the Authority at a regular meeting held on December 17, 2008.

By:_____
Secretary