

MARIN EMERGENCY RADIO AUTHORITY
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MEMORANDUM

DATE: February 11, 2009

TO: MERA Executive Committee

FROM: Maureen Cassingham, Executive Officer

SUBJECT: AGENDA ITEM B-2: RESOLUTION OF THE MERA BOARD
AUTHORIZING DESTRUCTION OF CERTAIN RECORDS PER MERA
RECORDS RETENTION SCHEDULE

Recommended Action: Recommend MERA Board approval of the attached resolution authorizing destruction of certain MERA records that have exceeded their retention period per the Authority's Records Retention Schedule.

Background: On June 5, 2008, the MERA Board adopted a records retention schedule outlining how long its records should be retained prior to destruction. On December 17, the Board approved certain revisions to the Retention Schedule. In January, MERA's records management consultant, Diane Gladwell, Gladwell Governmental Services, Inc., reviewed MERA's active records and inventoried, labeled, and recommended destruction of boxes of records, per the Authority's records retention schedule. The attached list of records identifies documents that have exceeded their retention period and are eligible for destruction. I have checked the boxes of records proposed to be destroyed and concur with this recommendation.

ATTACHMENTS: Resolution
Exhibit A – Destruction Authorization Form