

Date: 09/10/10

Box #: MERA-D04

RECORDS DESTRUCTION AUTHORIZATION FORM

The records listed on the attached list are scheduled to be destroyed, as indicated on the Records Retention Schedule.

The records are not the subject of any claim, litigation, investigation, or audit.

Box Name / Subject / Folder Name	Start Date	End Date	Item #	Retent.	Destroy	Box #
Budget – FY 2002-2003	2002	2003	1	A+5	2009	MERA-D04
Invoices – FY 2002 – 2003	2002	2003	9	A+5	2009	MERA-D04
Budget – FY 2001-2002	2001	2002	1	A+5	2009	MERA-D04
Invoices – FY 2001 – 2002	2001	2002	9	A+5	2009	MERA-D04

Shredding is Required (Records contain private information)

DOCUMENTS HAVE BEEN REVIEWED AND APPROVED FOR DESTRUCTION

Executive Officer

Date

(Complete after destruction has been performed, if done by Authority Employees. If destruction is performed by a commercial vendor, have them provide you with a certificate.)

I HEREBY CERTIFY that the items listed above have been destroyed in accordance with Authority policies and procedures:

Employee Performing Destruction

Date

Date: 09/10/10

Box #: MERA-D05

RECORDS DESTRUCTION AUTHORIZATION FORM

The records listed on the attached list are scheduled to be destroyed, as indicated on the Records Retention Schedule.

The records are not the subject of any claim, litigation, investigation, or audit.

Box Name / Subject / Folder Name	Start Date	End Date	Item #	Retent.	Destroy	Box #
Correspondence – 1998 – 2004	1998	2004	6	A+5	2010	MERA-D05
Correspondence (Confidential) - 1998 – 2004 (Copies)	1998	2004	6	A+5	2010	MERA-D05

Shredding is Required (Records contain private information)

DOCUMENTS HAVE BEEN REVIEWED AND APPROVED FOR DESTRUCTION

Executive Officer

Date

(Complete after destruction has been performed, if done by Authority Employees. If destruction is performed by a commercial vendor, have them provide you with a certificate.)

I HEREBY CERTIFY that the items listed above have been destroyed in accordance with Authority policies and procedures:

Employee Performing Destruction

Date