

Revised BOD: 12/17/08

PROPOSED REVISION: G.B. 11/28/18 Agenda Item A-2a

**RECORDS RETENTIONS SCHEDULE
MARIN EMERGENCY RADIO AUTHORITY
Adopted June 5, 2008**

ITEM #	RECORD SERIES TITLE AND CONTENT	RETENTION PERIOD	NOTES
1	Accounting Records – General; Budget; Budget Adjustments, Journal Entries, Account Transfers	A+5	Citation: California Government Code, Section 34090
2	Agreements and Contracts (excluding Capital Improvements); Executed documents, amendments and exhibits; Correspondence and backup data	C+10	C (Closed/Completed) represents completion of all terms of the agreement or contract. Citation: California Code of Civil Procedure, Section 337.15
3	Bids/Proposal Files (Successful Bidders); Requests for bids/proposals; Bids/Proposals received; Specifications, correspondence and backup data	C+10	C (Closed/Completed) represents completion of all terms of the executed contract or agreement with the organizations submitting bid or proposal. Citation: California Code of Civil Procedure, Section 337.15
4	Bids/Proposal Files (Unsuccessful Bidders); Bids/Proposals received	2	Citation: California Code of Civil Procedure, Section 337.15
5	Capital Improvement Plans; Construction, planning, design, of authority assets; Contracts for Capital Improvements	P	Citation: California Government Code, Section 34090
6	Correspondence Files; Incoming correspondence; Outgoing correspondence	A+5	Citation: California Government Code, Section 34090
7	Board, Executive Committee and standing committee meetings; Agendas; Minutes; Audio recordings of meetings are maintained for 1 year.* Resolutions; Staff reports; By-laws; Ordinances	P	Citation: California Government Code, Section 34090 *They are used for the convenience of producing accurate minutes. (Government Code, Section 54953.5)
8	Board, Executive Committee and standing committee meetings; Notices of adjournments; Notices of special meetings; Notices of rescheduled meetings; Declaration of posting	5	Citation: California Government Code, Section 34090

9	Accounts Payable Files; Bank Statements; Invoices; Copies of check stubs; Correspondence and backup; Purchase orders; Warrant register	A+5	Citation: California Government Code, Section 34090
10	Accounts receivable; Invoices; Cash Receipts; Journal Entries; Revenue Backup; Refunds; Journal Vouchers	A+5	Citation: California Government Code
11	Bonds and other Long-Term Indebtedness: Account Statements and Deposit Slips; Bonds & Coupons (paid/cancelled)	T+3	Citation: California Government Code
11.1	Environments Documents; EIRs; Negative Declarations, etc.	P	
12	Financial Reports; Asset, Equity, Liability Reports; Expenditures / encumbrance; Project Expenditure reports; Revenue Ledgers	A+5	Citation: California Government Code
13	Financial Reports; Audited Financial Statements; Annual Financial Report	P	Citation: California Government Code
14	Historical Files; Selected historical records, including: JPA Agreements; Incorporation Documents (Articles and Bylaws); Photographs; Reports and studies; Articles and news clippings; JPA publications; JPA newsletters; Press releases	C+3	Citation: California Government Code

15	Grants – Grant administration and implementation files; Applications and supporting data; Consultants/contractors records; Bids and selection documentation; Correspondence and supporting data; Budgeting and financial data; Reports to granting agency; Labor compliance documentation (when required); Environmental documentation (when required) Audits, approvals and releases; Rules and procedures	C+3	Note: This record is for records of grants (federal, state or local) received by the JPA. For this record series, C (Closed/Completed) represents the date of last expenditure report or until resolution of all issues arising from litigation, claim, audit, or other action involving the records, whichever is later. Citation: 7 CFR 3016.42
15.1	Insurance Policies	P	
16	Inventory; Equipment Parts; Supplies, including vehicles; Fixed assets; Vehicle Ownership and Title	T	Citation: California Government Code, Section 34090
17	Legal Documents; Litigation Files; Claims filed against the JPA; Incident Reports; Insurance Policies	C+10	Citation: California Code of Civil Procedure, Section 337.15
18	Maintenance Records; Maintenance Schedules; Maintenance Services; Summary Reports; Accident Reports	10	Citation: California Government Code, Section 34090
19	Policies and Procedures	P	Citation: California Government Code, Section 34090
20	Real Property Files; Abandonments/Vacations; Appraisals; Covenants running with land; Dedications; Deeds; Easements; Licenses; Recorded maps; Rights of Way; Soil Reports; Street vacations; Surveys	P	Citation: California Government Code, Section 34090(a)
21	Roster/mailling lists; stationery	S+2	Citation: California Government Code, Section 34090

22	Records management; JPA Retention Schedules; Destroyed records; Stored records; Lists and approvals	P	Citation: California Government Code, Section 34090 Note: Keep old lists for reference
23	Statements of Economic Interest — Forms 700; Officeholder's statements Appointees' statements	4	Duplicate series. Official is with the FPPC. Citation: California Government Code, Section 81009
24	Statements of Economic Interest — forms; Designate filers' statements	7	Citation: California Government Code, Section 81009
25	Working Group Meetings — Agendas, Minutes	2	Citation: California Government Code, Section 34090
26	Workshop records (including Goals Workshop sessions and results)	2	Citation: California Government Code, Section 34090