

MARIN EMERGENCY RADIO AUTHORITY

371 Bel Marin Keys Blvd., Suite 100, Novato, CA 94949

PHONE: (415) 883-9100 FAX: (415) 883-9155

MEMORANDUM

DATE: October 2, 2008

TO: MERA Executive Committee

FROM: Maureen Cassingham, Executive Officer

SUBJECT: AGENDA ITEM A-5: PROPOSED CONTRACT BETWEEN MERA, MARIN GENERAL SERVICES, MARIN TELECOMMUNICATIONS AGENCY, AND GLADWELL GOVERNMENTAL SERVICES, INC., FOR RECORDS MANAGEMENT SERVICES

Recommended Action: Approve the attached contract between MERA, MGSA, MTA, and Gladwell Governmental Services, Inc., for records management services.

Background:

The two-day records management project for our three agencies, which will be scheduled in October, will be primarily overseen by me on behalf of the JPAs; however, all Executive Officers will have an on-site time during its implementation. MERA's cost of this phase of the project is \$807. Work to be performed includes implementation of a records retention schedule, preparation of a records destruction list for future Executive Committee action, and development of an inventory/management system for the remaining records. Future phases, including the transfer of MERA's permanent records to CD ROM for storage on- and off-site, will follow later this fiscal year. MERA's FY 08-09 budget allocation of \$ 7,500 should be sufficient to cover the initial and future phases of this important project.

Attachment