

**MARIN EMERGENCY RADIO AUTHORITY**  
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**MEMORANDUM**

**DATE:** June 5, 2008  
**TO:** MERA Board of Directors  
**FROM:** Maureen Cassingham, Executive Officer  
**SUBJECT:** PROPOSED RECORDS RETENTION SCHEDULE

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Recommended Action: Approve the proposed records retention resolution and schedule for all active and inactive MERA records, as recommended by the Executive Committee.

Background: At the request of the Executive Officer, in anticipation of a MERA records management project, General Counsel has prepared the attached records retention schedule to establish timelines for records retention and disposition of MERA's various categories of public records. Due to the need for better organization and maintenance of MERA's active and inactive files for more effective storage and retrieval, this schedule is needed for document inventory, appraisal, and assignment of retention periods. The schedule will also serve as the backbone for establishing a logical and legally appropriate filing system that can be easily maintained going forward. Attached are the proposed resolution and schedule for your consideration.

Attachments

RESOLUTION NO. \_\_\_\_\_

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

WHEREAS, the retention of numerous obsolete records is unnecessary for the effective and efficient operation of the government of the Marin Emergency Radio Authority; and

WHEREAS, the approval of guidelines for the ongoing disposition of obsolete Public Records will assist the Authority in the effective management of records, as well as provide for the efficient review of records proposed for disposal; and

WHEREAS, Section 34090 et seq. of the Government Code of the State of California provides the parameters whereby any Record that has served its purpose and is no longer required may be destroyed; and

WHEREAS, the term "Public Records" includes all papers, maps, exhibits, magnetic or paper tapes, photographic films and prints, punched cards, electronically transmitted mail (e-mail), facsimiles and other documents produced, received, owned or used by the Authority, regardless of physical form or characteristics, that do not meet the definition of Non-Records; and

WHEREAS, the term "Non-Records" includes documents that do not contain information relating to the conduct of the Authority's business; stocks of publications and processed documents, library or museum material intended solely for reference or exhibition, and other documents neither prepared by the Authority nor concerning the Authority's business; documents such as working papers, appointment logs, notes, calculations or preliminary drafts, or interagency or intra-agency memoranda, that are not retained by the Authority in the ordinary course of business even if they contain information relating to the conduct of the Authority's business; and unofficial copies of documents kept only for convenience or reference;

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

Section 1. Retention Schedule: The attached Records Retention Schedule for Public Records of the Marin Emergency Radio Authority, which is attached hereto as Exhibit "A" and incorporated herein by this reference, is hereby approved. Authority Records shall be retained for the minimum periods listed in Exhibit "A" and until approved for destruction in accordance with Government Code Section 34090. Non-Records need not be retained in any form.

Section 2: Destruction of Duplicates; E-mails: Pursuant to Government Code Section 34090.7, duplicates of Authority records less than two years old may be destroyed if they are no longer required, provided that the original is retained in accordance with the approved Records Retention Schedules.

a. In lieu of retaining an e-mail in electronic format, an e-mail printed on paper may be retained as the original Public Record in accordance with its appropriate retention schedule so long as the printed e-mail includes the identity of the sender and recipient, the date and time of the e-mail, and any attachments. If a printed e-mail is retained as the original Public Record, the electronic version is deemed to be a duplicate and may be destroyed after the e-mail is printed, without further approval by the Governing Board or General Counsel. E-mails that fall under the definition of Non-Records need not be retained in any form.

b. In lieu of retaining any letter, memorandum or report in electronic format, the final version of a letter, memorandum or report printed on paper may be retained as the original Public Record. If a printed letter, memorandum or report is retained as the original Public Record, the electronic version is deemed to be a duplicate and may be destroyed after the original is printed, without further approval by the Governing Board or General Counsel. Letters, memorandums or reports that fall under the definition of Non-Records need not be retained in any form.

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**ADOPTED AND APPROVED BY THE MARIN EMERGENCY RADIO**  
AUTHORITY, this \_\_\_\_ day of \_\_\_\_\_, 2008 by the following vote, to wit:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTENTIONS:**

\_\_\_\_\_  
President

**ATTEST:**

\_\_\_\_\_  
Secretary

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

By: \_\_\_\_\_  
Secretary

**RECORDS RETENTION SCHEDULE  
MARIN EMERGENCY RADIO AUTHORITY**

ITEM NO.	RECORD SERIES TITLE AND CONTENTS	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/Proposals 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 organization submitting the successful bid or proposal.  Citation: California Code of Civil Procedure, Section 337.15
4	Bids/Proposals Files (Unsuccessful Bidders): Bids/proposals received	2	Citation: California Government Code, Section 34090
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	2	Citation: California Government Code, Section 34090
7	Board, Executive Committee and standing committee meetings: Agendas; Minutes; Resolutions	P	Citation: California Government Code, Section 34090
8	Board , Executive Committee and standing committee meetings: Notices of adjournment; Notices of special meetings; Notices of rescheduled meetings; Declarations of posting	5	Citation: California Government Code, Section 34090

RETENTION CODES:      A = Audit      C = Closed/Completed      P = Permanent      S = Superseded      T = Termination

ITEM NO.	RECORD SERIES TITLE AND CONTENTS	RETENTION PERIOD	NOTES
9	Accounts Payable Files; Bank Statements; Invoices; Copies of check stubs and checks; Correspondence and backup data; Purchase orders; Warrant register	A+5	Citation: California Government Code, Section 34090
10	Accounts Receivable: Invoices; Cash Receipts; Journal Entries; Revenue Backup Refunds	A+5	Citation: California Government Code, Section 34090
11	Bonds and other Long-Term Indebtedness Account Statements and Deposit Slips Bonds & Coupons (paid/cancelled)	T+3	Citation: California Government Code, Section 34090
12	Financial Reports: Asset, Equity, Liability Reports; Expenditures / encumbrances; Project Expenditure reports; Revenue Ledgers	A+5	Citation: California Government Code, Section 34090
13	Financial Reports: Audited Financial Statements Annual Financial Report	P	Citation: California Government Code, Section 34090
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.	P	Citation: California Government Code, Section 34090

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ITEM NO.	RECORD SERIES TITLE AND CONTENTS	RETENTION PERIOD	NOTES
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 (grant completion documentation); Rules and procedures	C+3	Note: This record series is for records of grants (federal, state or local) received by the JPA. For this record series, C (Closed/Completed) represents 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
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 Service Requests 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	P	Citation: California Government Code, Section 34090(a)

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ITEM NO.	RECORD SERIES TITLE AND CONTENTS	RETENTION PERIOD	NOTES
	Street vacations Surveys		
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: Officeholders' statements; Appointees' statements	4	Duplicate series. Official is with the FPPC. Citation: California Government Code, Section 81009
24	Statements of Economic Interest - Forms 700: Designated 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

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