

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 2000 (from CAO)	2000	2000	6	2	2003	MERA-D01
Team Meetings Correspondence / Notes (from CAO)	1999	2000	6	2	2003	MERA-D01
Budget – 1996 – 1998 (from CAO)	1996	1998	1	A+5	2005	MERA-D01
Budget – 1999 – 2000 (from CAO)	1999	2000	1	A+5	2007	MERA-D01
Budget FY 2000 - 01 (from CAO)	2000	2001	1	A+5	2008	MERA-D01
JV's FY 2000 - 01 (from CAO)	1999	2000	10	A+5	2009	MERA-D01
CIP Budget Creation (from CAO)	1999	2000	1	A+5	2007	MERA-D01
Check Distribution (US Trust) (from CAO)	1998	1999	9	A+5	2005	MERA-D01
Printouts of Financial system (from CAO)	1998	1999	12	A+5	2005	MERA-D01
Motorola Project Schedules & Mgmt (from CAO)	1998	1999	6	2	2002	MERA-D01
Correspondence	2004	2004	6	2	2007	MERA-D01
Correspondence	2005	2005	6	2	2008	MERA-D01
Correspondence	2004	2004	6	2	2007	MERA-D01
Budget FY 1999 - 00	1999	2000	1	A+5	2007	MERA-D01
Budget FY 2000 - 01	2000	2001	1	A+5	2008	MERA-D01
Invoice Payment folder	1999	2000	9	A+5	2007	MERA-D01

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