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

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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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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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	Street vacations Surveys		
21	Roster/mailing 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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