

MARIN EMERGENCY RADIO AUTHORITY

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MEMORANDUM

DATE: December 17, 2008

TO: MERA Board of Directors

FROM: Maureen Cassingham, Executive Officer

SUBJECT: AGENDA ITEM B-2: RESOLUTION OF THE MERA BOARD
AUTHORIZING DESTRUCTION OF CERTAIN RECORDS PER
AUTHORITY RECORDS RETENTION SCHEDULE

Recommended Action: Adopt, upon the recommendation of the Executive Committee, the attached resolution authorizing destruction of certain MERA records that have exceeded their retention period per the Authority's Records Retention Schedule.

Background: On June 5, 2008, the MERA Board adopted a records retention schedule outlining how long its records should be retained prior to destruction. In October, MERA's records management consultant, Diane Gladwell, Gladwell Governmental Services, Inc., reviewed MERA's inactive records and inventoried, labeled and recommended retention of twelve boxes of records, per the Authority's records retention schedule. The attached records were identified as having exceeded their retention period and are eligible for destruction. I have checked the three boxes of records (one box of originals and two boxes of copies) proposed to be destroyed and concur with this recommendation.

ATTACHMENTS: Resolution
Exhibit A - Destruction Authorization Form