

**MARIN EMERGENCY RADIO AUTHORITY**  
371 Bel Marin Keys Blvd., Suite 100, Novato, CA 94949  
PHONE: (415) 883-9100 FAX: (415) 883-9155

**MEMORANDUM**

**DATE:** December 17, 2008  
**TO:** MERA Board of Directors  
**FROM:** Maureen Cassingham, Executive Officer  
**SUBJECT:** AGENDA ITEM B-3: RESOLUTION AMENDING MERA  
RECORDS RETENTION SCHEDULE

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**Recommended Action:** Adopt, upon the recommendation of the Executive Committee, the proposed Resolution Amending the MERA Records Retention Schedule.

**Background:** On June 5, 2008, the MERA Board adopted the attached 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., made recommendations on modifying MERA's retention schedule, during the course of her review of the Authority's inactive records. Specifically, she proposed the revision of Schedule Item No. 7 to read, "Includes Agenda Packets (Agenda Staff Reports, Bylaws and Ordinances"; Retention Period P and Item No. 10 to read, "Journal Vouchers and Journal Entries." She also proposed the addition of Item 11.1, "Environmental Documents: EIRs, Negative Declarations, etc." Retention Period-P and Item 15.1, "Insurance Policies" Retention Period-P.

The proposed resolution reflects these recommended modifications.

**ATTACHMENTS:** Resolution  
Records Retention Schedule