

Date: 01/23/09

Box #: MERA-D02

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	2001	2002	6	2	2005	MERA-D02
Correspondence	2000	2001	6	2	2004	MERA-D02
Correspondence	1998	1999	6	2	2002	MERA-D02
Mailing Labels	2001	2001	-	-	-	MERA-D02
Correspondence	2001	2001	6	2	2004	MERA-D02
Correspondence	2000	2000	6	2	2003	MERA-D02
Correspondence	1999	1999	6	2	2002	MERA-D02
Correspondence	1998	1998	6	2	2001	MERA-D02
Correspondence	1998	1998	6	2	2001	MERA-D02
Correspondence	2003	2003	6	2	2006	MERA-D02
Paging System (Powerpoint printouts)	-	-	-	-	-	MERA-D02
Correspondence	2000	2000	6	2	2003	MERA-D02
Correspondence	1999	2000	6	2	2003	MERA-D02
Correspondence	1999	1999	6	2	2002	MERA-D02
Correspondence	1999	1999	6	2	2002	MERA-D02
Invoices – San Rafael	2000	2000	9	A+5	2006	MERA-D02
Informational Meeting	2003	2003	6	2	2006	MERA-D02
Correspondence re: General Counsel RFP	2003	2003	6	2	2006	MERA-D02
Unsuccessful Proposal for General Counsel RFP	2003	2003	4	2	2006	MERA-D02
Correspondence: Public Records Act Request	2002	2003	6	2	2006	MERA-D02
Conflict of Interest Statements (FPPC Form 700s)	2003	2003	23	4	2008	MERA-D02
Conflict of Interest Statements (FPPC Form 700s)	2002	2002	23	4	2007	MERA-D02
Conflict of Interest Statements (FPPC Form 700s)	2000	2000	24	7	2008	MERA-D02
Conflict of Interest Statements (FPPC Form 700s)	1999	1999	24	7	2007	MERA-D02
Conflict of Interest Statements (FPPC Form 700s)	1998	1998	24	7	2006	MERA-D02
Correspondence	1994	1998	6	2	2001	MERA-D02

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

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Box Name / Subject / Folder Name	Start Date	End Date	Item #	Retent.	Destroy	Box #
Correspondence – Maintenance	1999	2003	6	2	2006	MERA-D03
Correspondence – County Dispatch Center	2002	2002	6	2	2005	MERA-D03
Coverage Maps (GIS printouts)	2003	2003	-	-	-	MERA-D03
Correspondence	1999	1999	6	2	2003	MERA-D03
Correspondence – Warehouse Rental	2004	2005	6	2	2008	MERA-D03

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