

**MARIN EMERGENCY RADIO AUTHORITY**

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**MEMORANDUM**

**DATE:** July 8, 2009

**TO:** MERA Executive Committee

**FROM:** Maureen Cassingham, Executive Officer

**SUBJECT:** AGENDA ITEM B-2: REPORT ON RECORDS MANAGEMENT PROJECT – PHASE III (IMPLEMENTATION OF ACTIVE RECORDS RECOMMENDATIONS FROM PHASE II)

Recommended Action: Authorize the Executive Officer to execute a contract with Gladwell Governmental Services, Inc., in the amount of \$1,127 for Phase III of MERA's records management project, which will implement the active records recommendations from Phase II.

Background: On October 2, 2008, the Executive Committee approved a contract between MERA, MGSA, and MTA with Gladwell Governmental Services, Inc. for implementation of a records retention schedule, review of all inactive files, preparation of a records destruction list and development of an inventory management system for the remaining records of each agency. Cost of Phase I of the MERA records management project was \$807. Phase II, performed by Gladwell, reviewed, organized, and made recommendations regarding MERA's active records to enhance file integrity and retrieval. The contract for Phase II was approved by the MERA Board on December 17, 2008. The cost of Phase II was \$807 and the work was completed in January 2009. The consultant's recommendations were not implemented by the Administrative Services Associate. With the relocation of MERA files to the Novato Fire Protection District, it is recommended that Gladwell be engaged to complete the project. This phase of the Records Management Project has been budgeted for \$1,000 in FY 09-10. Proposed costs for one day onsite for MERA are \$1,127, which exceeds the budget by \$127.

ATTACHMENT: Gladwell Contract, with Attachment A, Pages 1 and 2