

**MARIN EMERGENCY RADIO AUTHORITY**

c/o Novato Fire Protection District  
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**MEMORANDUM**

**DATE:** September 11, 2013  
**TO:** MERA Executive Board  
**FROM:** Maureen Cassingham, Executive Officer  
**SUBJECT:** AGENDA ITEM **B-3**: PROPOSED RESOLUTION AUTHORIZING  
DESTRUCTION OF CERTAIN RECORDS PER  
MERA'S RECORDS RETENTION SCHEDULE

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**Recommended Action:** Recommend MERA Executive Board approval of 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 of Directors adopted a Records Retention Schedule outlining how long its records should be retained prior to destruction. On December 17, 2008, the Board of Directors approved certain revisions to the Retention Schedule. In August, 2013, MERA's Records Management Consultant - Diane Gladwell, Gladwell Governmental Services, Inc., performed her bi-annual review of MERA's active and inactive records and recommended destruction of boxes of records, per the Authority's Records Retention Schedule.

The attached list of records identifies documents that have exceeded their retention period and are eligible for destruction. I have checked the boxes of records proposed to be destroyed and concur with this recommendation.

**ATTACHMENTS:** Resolution Authorizing the Destruction of Records  
Records Destruction Authorization Forms (pdf):  
MERA – DO8, DO9 and DO10