

Date: 08/20/13

Box #: MERA-D08

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	2006	2006	6	A+5	2012	MERA-D08
Correspondence	2003	2008	6	A+5	2013	MERA-D08
Conflict of Interest Statements (FPPC Form 700s)	2007	2007	23	4	2012	MERA-D08
Conflict of Interest Statements (FPPC Form 700s)	2008	2008	23	4	2013	MERA-D08
Dollar Hill Litigation (Preserve Open Space for a Safe Environment – POSSE - v City of San Rafael & MERA)	2002	2002	17	C+10	2013	MERA-D08
Dollar Hill Litigation (Preserve Open Space for a Safe Environment – POSSE - v City of San Rafael & MERA)	2001	2001	17	C+10	2013	MERA-D08
Dollar Hill Litigation (Preserve Open Space for a Safe Environment – POSSE - v City of San Rafael & MERA)	2001	2001	17	C+10	2013	MERA-D08
Budgets – FY 2005-2006	2005	2006	1	A+5	2012	MERA-D08
Audio Recordings of Meetings (Minutes have been approved by Board)	2005	2012		30 days	2013	MERA-D08

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 #
Budget FY 2005 - 06	2005	2006	1	A+5	2013	MERA-D09
Reimbursement for San Rafael	2005	2005	10	A+5	2013	MERA-D09
96 c Invoices FY 2005 - 06 File 1	2005	2006	9	A+5	2013	MERA-D09
96 c Invoices FY 2005 - 06 File 2	2005	2006	9	A+5	2013	MERA-D09
96 c Invoices FY 2005 - 06 File 3	2005	2006	9	A+5	2013	MERA-D09
96 c Invoices FY 2005 - 06 File 4	2005	2006	9	A+5	2013	MERA-D09
96 c Invoices FY 2005 - 06 File 5	2005	2006	9	A+5	2013	MERA-D09
96 c Invoices FY 2005 - 06	2005	2006	9	A+5	2013	MERA-D09
C of M Printouts FY 2005 - 06	2005	2006	12	A+5	2013	MERA-D09
96 c Budget Revenue FY 2005 - 06	2005	2006	1	A+5	2013	MERA-D09
95 c Invoices FY 2005 - 06	2005	2006	9	A+5	2013	MERA-D09
95 c Budget Revenue FY 2005 - 06	2005	2006	1	A+5	2013	MERA-D09
95 c C of M Printouts FY 2005 - 06	2005	2006	12	A+5	2013	MERA-D09
95d & 95e 95 f Budget Revenue FY 2005 - 06	2005	2006	1	A+5	2013	MERA-D09
95d & 95e 95 f C of M Printouts FY 2005 - 06	2005	2006	1	A+5	2013	MERA-D09
95d & 95e 95 f Budget Revenue FY 2005 - 06	2005	2006	1	A+5	2013	MERA-D09
95d & 95e 95 f Invoices & JVs FY 2005 - 06	2005	2006	1	A+5	2013	MERA-D09

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Dollar Hill Litigation (Preserve Open Space for a Safe Environment – POSSE - v City of San Rafael & MERA)	2000	2002	17	C+10	2013	MERA-D10

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