MARIN EMERGENCY RADIO AUTHORITY

c/o Novato Fire Protection District
95 Rowland Way, Novato, CA 94945
PHONE: (415) 878-2690 FAX: (415) 878-2660
WWW.MERAONLINE.ORG

DATE: August 22, 2018

TO: MERA Governing Board

FROM: Maureen Cassingham, Executive Officer

SUBJECT: AGENDA ITEM **A-4:** PROPOSED RESOLUTION AUTHORIZING DESTRUCTION OF CERTAIN RECORDS PER MERA'S RECORDS RETENTION SCHEDULE

Recommended Action: Approve 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 Governing Board adopted a Records Retention Schedule outlining how long its records should be retained prior to destruction. On December 17, 2008, the Governing Board approved certain revisions to the Retention Schedule. On July 19, 2018, MERA's Records Management Consultant, Diane Gladwell, Gladwell Governmental Services, Inc., once again reviewed MERA's active and inactive records and recommended destruction of certain 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 personally checked the boxes of records proposed to be destroyed and concur with this recommendation.

It should be noted Ms. Gladwell's two-day site visit was reduced to one day due to the efforts of NFPD Administrative Services Manager Jeanne Villa and my on-site participation. This assistance reduced the cost of Gladwell's services from $2,870 to $1,674, along with shared airfare and car rental costs with the City of Half Moon Bay and CCCSD.

ATTACHMENTS:

A-4a Resolution Authorizing the Destruction of Records

A-4b Records Destruction Authorization Form: MERA D15