

Agenda Item A-2

MARIN EMERGENCY RADIO AUTHORITY

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MEMORANDUM

DATE: November 28, 2018

TO: MERA Governing Board

FROM: Maureen Cassingham, Executive Officer

SUBJECT: AGENDA ITEM **A-2**: PROPOSED REVISION TO MERA
RECORDS RETENTION SCHEDULE
RE: MEETING RECORDINGS

Recommended Action: Approve the Proposed Revision to MERA Records Retention Schedule
Re: Meeting Recordings.

Background: MERA's long-standing practice has been to recycle Committee and Board meeting audio recordings after one year from the meeting date. To date, this practice has not been memorialized in the Records Retention Schedule.

With input and advice from NFPD Administrative Services Manager Villa and Records Management Consultant Gladwell, the attached Records Retention Schedule Revision to Item 7 by footnote now states the recording retention period and related Government Code Section.

ATTACHMENT:

A-2a Records Retention Schedule – Marin Emergency Radio Authority
Adopted June 5, 2008

MERA_GB_Meeting_11-28-18_A-2_Staff Report – Revision Records Mgmt –
Meeting Recordings_c