

MARIN EMERGENCY RADIO AUTHORITY

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DATE: December 11, 2019
TO: MERA Governing Board
FROM: Maureen Cassingham, Executive Officer
SUBJECT: AGENDA ITEM **B-11**: PROPOSED RECORDS MANAGEMENT
IMAGING PROJECT

Recommended Action: Approve the Proposed Records Management Imaging Project to be performed by Gladwell Governmental Services, Inc., and BMI Scanning Services at an estimated cost of \$14,600.

Background: MERA has been using the records management services of Gladwell Governmental Services, Inc., since 2008. As you know, it is vital for all public agencies and most especially small, unique special districts like MERA to have an effective, efficient, and readily accessible records management program that is in accordance with the laws of the State of California and MERA Governing Board policies.

Gladwell's services to date have focused on development/maintenance of a records retention schedule, periodic records inventories and preparation of designated records for authorized destruction. As initially planned, the next phase of the Program will provide greater remote records access and physical security via the Cloud as back-up to hard copy.

BMI will perform the prioritized phased scanning of Consultant prepared documents followed by the Consultant's post scanning check for accuracy of imaging and indexing. Estimated cost of the Project is \$8,300 for Gladwell's services and \$6,300 for BMI imaging. All records scanning and indexing will be accomplished in accordance with California law and hard copy originals will be returned in order to the files. A staff training component is also included in the Project costs.

Since the combined work exceeds the Executive Officer's \$10,000 signature authority, request for authorization is hereby presented to the Governing Board for approval.

ATTACHMENT:

B-11a Gladwell Services Proposal and Scope of Work:
Records Management Imaging Project