

**MARIN EMERGENCY RADIO AUTHORITY**

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

**DATE:** May 19, 2010  
**TO:** MERA Board of Directors  
**FROM:** Maureen Cassingham, Executive Officer  
**SUBJECT:** AGENDA ITEM **A-7**: PROPOSAL FOR ADDITIONAL RECORDS MANAGEMENT IMPLEMENTATION FROM GLADWELL GOVERNMENTAL SERVICES, INC.

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**Recommended Action:** As recommended by the Executive Committee on May 12, 2010, approve and authorize the Executive Officer to execute a contract with Gladwell Governmental Services, Inc., in the amount of \$2,520 for Phase IV of MERA's records management project to address newly identified additional boxes of MERA records, creation of 2010 Refunding Revenue Bonds files, deactivation of 1999 Revenue Bonds files, processing of records exceeding retention periods for destruction, additional work on active file integrity and identification of additional key documents for the MERA website.

**Background:** On October 2, 2008, the Executive Committee approved a contract between MERA, MGSA, and MTA with Gladwell Governmental Services, Inc., for implementation of a records retention schedule, review of all inactive files, preparation of a records destruction list and development of an inventory management system for the remaining records of each agency. Cost of Phase I of the MERA records management project was \$807.

Phase II, also performed by Gladwell, reviewed, organized and made recommendations regarding MERA's active records to enhance file integrity and retrieval. The contract for Phase II was approved by the MERA Board on December 17, 2008. The cost of Phase II was \$807 and the work was completed in January 2009. The consultant's recommendations were not implemented by the Administrative Services Associate. With the relocation of MERA files to the Novato Fire Protection District, it was recommended that Gladwell be engaged to complete the project. That phase of the Records Management Project was \$1,127, which the Board approved on July 15, 2009.

Since the successful completion of Phase III, additional Phase IV implementation services are now required which include the review of newly identified additional boxes of MERA records, creation of 2010 Refunding Revenue Bonds files and retirement of 1999 Bonds files, processing of records exceeding retention periods for destruction, completion of work on active file integrity and identification of additional key documents for the MERA website.

**ATTACHMENT:** Proposal for Records Management Implementation –  
Gladwell Governmental Services, Inc.