

MARIN GENERAL SERVICES AUTHORITY
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MEMORANDUM

DATE: February 12, 2009
TO: MGSA Board of Directors
FROM: Paul Berlant, Executive Officer
SUBJECT: AGENDA ITEM **H**: RECORDS DESTRUCTION AUTHORIZATION

Recommended Action: Adopt the draft resolution and approve the destruction of records that have exceeded their retention period.

Background:

In September 2008, the Board adopted a records retention schedule, outlining how long records should be retained prior to destruction. With the assistance of Gladwell Governmental Services, Inc., MGSA has reviewed and prepared its inactive records and has retained, inventoried and labeled records that are required to be retained per the records retention schedules.

The records identified in the attached draft resolution have exceeded their retention period and are eligible for destruction.

Attachment: Draft resolution indicating records eligible for destruction.