

**Records RETENTION SCHEDULE
MARIN EMERGENCY RADIO AUTHORITY
Adopted June 5, 2008**

ITEM NO.	RECORD SERIES TITLE AND CONTENTS	RETENTION PERIOD	NOTES
1	Accounting Records – General Budget; Budget Adjustments, Journal Entries, Account Transfers	A+5	Citation: California Government Code, Section 34090
2	Agreements and Contracts (excluding Capital Improvements): Executed documents, amendments and exhibits; Correspondence and backup data	C+10	C (Closed/Completed) represents completion of all terms of the agreement or contract. Citation: California Code of Civil Procedure, Section 337.15
3	Bids/Proposals Files (Successful Bidders): Requests for bids/proposals; Bids/proposals received; Specifications, correspondence and backup data	C+10	C (Closed/Completed) represents completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Citation: California Code of Civil Procedure, Section 337.15
4	Bids/Proposals Files (Unsuccessful Bidders): Bids/proposals received	2	Citation: California Code of Civil Procedure, Section 337.15
5	Capital Improvement Plans: Construction, planning, design, of authority assets; Contracts for Capital Improvements	P	Citation: California Government Code, Section 34090
6	Correspondence Files: Incoming correspondence; Outgoing correspondence	A+5	Citation: California Government Code, Section 34090
7	Board , Executive Committee and standing committee meetings: Agendas; Minutes; Resolutions; Staff Reports; By-laws; Ordinances	P	Citation: California Government Code, Section 34090
8	Board, Executive Committee and standing committee meetings: Notices of adjournment; Notices of special meetings; Notices of rescheduled meetings; Declarations of posting	5	Citation: California Government Code, Section 34090

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9	Accounts Payable Files; Bank Statements; Invoices; Copies of check stubs; Correspondence and backup; Purchase orders; Warrant register	A+5	Citation: California Government Code, Section 34090
10	Accounts Receivable; Invoices; Cash Receipts; Journal Entries; Revenue Backup; Refunds; Journal Vouchers	A+5	Citation: California Government Code
11	Bonds and other Long-Term Indebtedness Account Statements and Deposit Slips; Bonds & Coupons (paid/cancelled)	T+3	Citation: California Government Code
11.1	Environmental Documents; EIRS; Negative Declarations, etc.	P	
12	Financial Reports: Asset, Equity, Liability Reports; Expenditures / encumbrances; Project Expenditure reports; Revenue Ledgers	A+5	Citation: California Government Code
13	Financial Reports: Audited Financial Statements; Annual Financial Report	P	Citation: California Government Code

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14	<p>Historical Files; Selected historical records, including: JPA Agreements; Incorporation Documents (Articles and Bylaws); Photographs; Reports and studies; Articles and news clippings; JPA publications; JPA newsletters; Press releases.</p>	P	Citation: California Government Code
15	<p>Grants - Grant administration and implementation files; Applications and supporting data; Consultants/contractors records; Bids and selection documentation; Correspondence and supporting data; Budgeting and financial data; Reports to granting agency; Labor compliance documentation (when required); Environmental documentation (when required); Audits, approvals and releases; Rules and procedures</p>	C+3	<p>Note: This record series is for records of grants (federal, state or local) received by the JPA. For this record series, C (Closed/Completed) represents date of last expenditure report or until resolution of all issues arising from litigation, claim, audit, or other action involving the records, whichever is later. Citation: 7 CFR 3016.42</p>
15.1	Insurance Policies	P	
16	<p>Inventory; Equipment Parts; Supplies, Including Vehicles; Fixed Assets; Vehicle Ownership and Title</p>	T	Citation: California Government Code, Section 34090
17	<p>Legal Documents; Litigation Files Claims Filed Against the JPA Incident Reports Insurance Policies</p>	C+10	Citation: California Code of Civil Procedure, Section 337.15
18	<p>Maintenance Records; Maintenance Schedules; Maintenance Service; Summary Reports; Accident Reports</p>	10	Citation: California Government Code, Section 34090
19	Policies and Procedures	P	Citation: California Government Code, Section 34090

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20	Real Property Files: Abandonments/Vacations; Appraisals; Covenants running with land; Dedications; Deeds; Easements; Licenses; Recorded maps; Rights of Way; Soil Reports; Street vacations; Surveys	P	Citation: California Government Code, Section 34090(a)
21	Roster/mailling lists; stationery	S + 2	Citation: California Government Code, Section 34090
22	Records management: JPA Retention Schedules; Destroyed records; Stored records; Lists and approvals	P	Citation: California Government Code, Section 34090 Note: Keep old lists for reference.
23	Statements of Economic Interest - Forms 700; Officeholders' statements; Appointees' statements	4	Duplicate series. Official is with the FPPC. Citation: California Government Code, Section 81009
24	Statements of Economic Interest - Forms: Designated filers' statements	7	Citation: California Government Code, Section 81009
25	Working Group Meetings - Agendas, Minutes	2	Citation: California Government Code, Section 34090
26	Workshop records (including Goals Workshop sessions and results)	2	Citation: California Government Code, Section 34090

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