

MARIN TELECOMMUNICATIONS AGENCY
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MEMORANDUM

DATE: July 8, 2009

TO: MTA Board of Directors

FROM: Barbara Thornton, Executive Officer

SUBJECT: AGENDA ITEM **E-3**: AUTHORIZE EXECUTIVE OFFICER TO EXECUTE AGREEMENT WITH GLADWELL GOVERNMENT SERVICES FOR RECORDS MANAGEMENT SERVICES PHASE 3

Recommended Action: Authorize the Executive Officer to execute a contract with Gladwell Governmental Services, Inc., in the amount of \$647 for Phase III of MTA's records management project, which will implement the active records recommendations from Phase 2 and provide training for MTA staff.

Background: On October 13, 2008, the MTA 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. The cost of Phase 1 for MTA records management project was \$807. Phase 2, also performed by Gladwell Government Services, reviewed, organized, and made recommendations regarding MTA's active records to enhance file integrity and retrieval. The contract for Phase II was approved by the MTA Board on January 14, 2009. The cost of Phase II was \$807 and the work was completed in January 2009. In Phase 3 of this Records Management Project Gladwell Governmental Services, Inc. (GGS) will provide various services related to records management systems, including implementation of various recommendations for active records management systems, employee training and other services as directed by the agency. The cost for MTA for Phase 3 is \$647.