

MARIN TELECOMMUNICATIONS AGENCY

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MEMORANDUM

DATE: January 14, 2009

TO: MTA Board of Directors

FROM: Barbara Thornton, Executive Officer

SUBJECT: AGENDA ITEM **D-3**: PROPOSED CONTRACT BETWEEN MTA AND GLADWELL GOVERNMENTAL SERVICES, INC., FOR RECORDS MANAGEMENT SERVICES—PHASE TWO (ACTIVE RECORDS)

Recommended Action: Approve the proposed contract between MTA and Gladwell Governmental Services, Inc., for records management services—Phase Two (Active Records).

Background:

On August 28, 2008, the MTA Board approved a contract with Gladwell Governmental Services, Inc., to perform Phase One of MTA's records management project, namely the review, inventory, and recommendation regarding disposition of its inactive files. Phase One of this project was completed successfully. Phase Two will review, organize and make recommendations regarding MTA's active records to enhance file integrity and retrieval.

The total cost of this contract with Gladwell Governmental Services is \$2,420, which will be shared between MTA, MERA and MGSA. MTA's portion of this total cost is \$807 which will be funded out of the existing MTA budget.

ATTACHMENT: Phase Two Contract