



CITY OF MARTINEZ

**CITY COUNCIL AGENDA
March 5, 2014**

TO: Mayor and City Council
FROM: Mercy G. Cabral, Deputy City Clerk
SUBJECT: Records Destruction
DATE: February 25, 2014

RECOMMENDATION:

By resolution, authorize destruction of City records pertaining to the Finance and Personnel Divisions of the Administrative Services Department.

BACKGROUND:

Under Title 2, Section 2.76.030, of the Martinez Municipal Code, the City Clerk is responsible for the administration of the City's Records Management Program. As part of this program, the Clerk's Office reviews records to determine the need for retention of the original record, conversion of records by laserfiche, or destruction of original without retention of copies.

The records listed in Exhibit "A" have been retained as required Government Code 12946, are not permanent records and can be destroyed. The records have been reviewed and approved for destruction by the City Attorney's Office.

FISCAL IMPACT:

No impact to the General Fund.

ACTION:

Adopt resolution authorizing destruction of City records pertaining to the Finance and Personnel Divisions.

Attachment:
Resolution – Exhibit A

APPROVED BY:


Interim City Manager

RESOLUTION NO. -14

AUTHORIZING DESTRUCTION OF RECORDS SPECIFICALLY PERTAINING
TO THE FINANCE DIVISION AND PERSONNEL DIVISION OF THE
ADMINISTRATIVE SERVICES DEPARTMENT

WHEREAS, Government Code Section 34090 provides that certain City records, documents, or instruments may be destroyed, with the approval of the City Council by resolution and with the written consent of the City Attorney; and

WHEREAS, the Martinez Municipal Code, Title 2, Section 2.76.030 gives the City Clerk the responsibility for the administration of a Records Management Program; and

WHEREAS, the records indicated in Exhibit "A", are not considered permanent records and can be destroyed without duplication.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Martinez that the records listed in Exhibit "A" have been managed in accordance with the City's records retention schedule and Government Code and will be destroyed.

* * * * *

I HEREBY CERTIFY that the foregoing is a true and correct copy of a resolution duly adopted by the City Council of the City of Martinez at a Regular Meeting of said Council held on the 5th day of February, 2014, by the following vote:

AYES:

NOES:

ABSENT:

RICHARD G. HERNANDEZ, CITY CLERK
CITY OF MARTINEZ

EXHIBIT "A"
RESOLUTION NO. - 14

FINANCE RECORDS: (Records retained for 7 years)

2007 Time Sheets
 2007 Daily Cash Envelopes
 2007 Daily Cash Receipts
 2007 Inactive Business Licenses
 2006 Work Orders
 2006 Check Registers
 2006 Time Sheets
 2006 Daily Cash Receipts
 2006 Daily Cash Envelopes
 2006 Lock Bock Slips
 2005 Cash Receipts
 2005 Water Billing Registers
 2005 Time Sheets
 2005 Lock Box Slips
 2005-06 Financial Billing
 2005-06 Journal Entries
 2005-06 Job Costing Daily Reports
 2004 Water Payment Invoices
 2004 Cash Receipts
 2004-05 Job Costing Daily Reports
 2004-05 Time Sheets
 2004-05 Accounts in Collection
 2003-04 Window Deposits
 2003-04 Time Sheets
 2002 Job Costing Daily Reports
 2001-02 Job Costing Daily Reports
 2000-2004 Cash Receipts and Posted Water Payments
 2000-2003 City Time Sheets
 2000-2003 Departmental Time Sheets
 1999-2003 Joint Facility Agency Time Sheets
 1998 Water Work Orders
 1975-2005 Personnel Action Forms

Position	Eligibility List Created	List Expiration Date	Extension	Destroy Date
Police Assistant	9/18/2009	9/18/2010	9/18/2011	1/18/2014
Police Officer	12/15/2010	12/15/2011	None	4/15/2014
WTP Operator I	1/18/2011	1/18/2012	None	5/18/2014
WTP Operator in Training	Recruitment canceled. Deadline to file was Nov. 30, 2009			

Prepared by:

Approved by:

Mercy G. Cabral
Deputy City Clerk

Alan Shear
Assistant City Manager

Approved by:

John Abaci
Assistant City Attorney