



CITY OF MARTINEZ

**CITY COUNCIL AGENDA
July 2, 2014**

TO: Mayor and City Council
FROM: Mercy G. Cabral, Deputy City Clerk
SUBJECT: Records Destruction
DATE: June 18, 2014

RECOMMENDATION:

By resolution, authorize destruction of City files pertaining to the City Clerk’s Office and Personnel Division.

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 originals without retention of copies.

The records listed in Exhibit “A” have been retained as required Government Code 12946, and have been scanned into the City’s Laserfiche Program and have been approved for destruction by the City Attorney’s Office.

The Personnel Division is requesting destruction of I-9 forms of employees, who no longer work for the City of Martinez. I-9 forms can be destroyed either three years after the date of hire, or one year after the date employment is terminated, whichever is later. These forms do not need to be laserfiched.

FISCAL IMPACT:

No impact to the General Fund.

ACTION:

By motion adopt resolution authorizing destruction of City records.

Attachment:
Resolution – Exhibit A

APPROVED BY: 
Interim City Manager

RESOLUTION NO. -14

AUTHORIZING DESTRUCTION OF FILES SPECIFICALLY PERTAINING
TO THE CITY CLERK'S OFFICE AND PERSONNEL DIVISION

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 considered permanent records and have been scanned into the City's Laserfiche Program unless the records are indicated as "*not laserfiched*".

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Martinez that the files 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 2nd day of July, 2014, by the following vote:

AYES:

NOES:

ABSENT:

RICHARD G. HERNANDEZ, CITY CLERK
CITY OF MARTINEZ

EXHIBIT "A"
RESOLUTION NO. -14

CITY CLERK: CLOSED LITIGATIONS: *(not laserfiched)*

Year	Claimant	#	Closed	Destruction Date
2006	Viola Garcia v City of Martinez	L06-25	10/01/2008	12/2013
2002	Carol Sewell v City of Martinez	L02-02	09/10/2003	10/2008
2001	Gearge Hollingsworth v Steven Gaul	L01-03	08/14/2003	08/2008
2007	Larry & Charlissee Crosby v City of Martinez	L07-04	10/29/2007	10//2012
2006	Sonny Sixkiller v Plaka Apts & City of Martinez	L06-03	02/05/2008	05/2013
2006	Emilie M. Smith v City of Martinez	L06-05	03/20/2008	03/2013

CLOSED CLAIMS: *(not laserfiched)*

Year	Claimant	#	Closed	Destruction Date
2009	Ogan, Ed & Josette	09-06	02/10/10	02/10/12
2009	Ainsley, Batchelor, Gamble Murray, Jr. Nicholson, Valencia, Westman, Wicket and Wondering	09-11	07/11/11	07/11/13
2009	Schalich, Willaim & Elizabeth Bob Vigil & Barb Mayne	09-21	12/14/10	12/14/12
2009	Moss, Howard & Melanie	09-29	03/29/11	03/29/13
2009	Cochran, Rachel	09/33	05/19/11	05/19/13
2010	Johnson, Carl	10-13	10/22/11	10/22/13
2010	Prasse, Leigh-Lu	10-14	10/04/11	10/04/13
2010	Grech, Sean	10-16	05/13/11	05/13/13
2011	Miller, Dirk	11-01V	01/10/11	01/10/13
2011	Hellevik, Veda	11-02	02/23/11	02/23/13
2011	Funk, Allyson	11-03	03/10/11	03/10/13
2011	Wallenstein, David	11-04	03/23/11	03/23/13
2011	Jeans, Roy A.	11-06	01/01/11	01/01/13
2011	Muncher, Tyson	11-09V	04/08/11	04/08/13
2011	Hetzel, Michelle	11/10	06/17/11	06/17/13
2011	Marenco, Christopher	11-14	05/27/11	05/27/13
2011	Scott Busby Construction	11-15	08/10/11	08/10/13
2011	Armistead, Dillion	11-21	09/13/11	09/13/13
2011	Shearer, John & Ellen	11-22	09/26/11	09/26/13
2011	Ridley, Chad Paul	11-24	10/11/11	10/11/13
2011	Wells, Jr. Melvin T	11-28	01/30/11	01/30/13

Transportation:

06.07.14 1992-2003 Ferry

06.07.15 1992-2007 Contra Costa Transportation Authority

Ambulances:

06.08.00 AMBULANCES 1986-1991

Taxicabs

- 06.09.00 TAXICABS COMPANIES GENERAL 1972-1997
- 06.09.01 MARTINEZ TAXI 1978-1990
- 06.09.02 SAL'S TAXI 1946-1990 (NO LONGER IN BUSINESS 10+ Years)
- 06.09.02 JERRY'S AMUL-CAB 1979-1980 (NO LONGER IN BUSINESS 10+ Years)
- 06.09.04 AMERICAN AMBUVAN 1983-1984 (NO LONGER IN BUSINESS 10+ Years)
- 06.09.05 DIABLO MEDICAL SERVICES 1984 (NO LONGER IN BUSINESS 10+ Years)
- 06.09.06 ONE STEP BEYOND LIMO 1985 (NO LONGER IN BUSINESS 10+ Years)
- 06.09.07 BLUE & GOLD 1990 (NO LONGER IN BUSINESS 10+ Years)
- 06.09.09 DIPLOMAT 1990 (NO LONGER IN BUSINESS 10+ Years)
- 06.09.10 CONCORD CAB 1991-1998 (NO LONGER IN BUSINESS 10+ Years)

Schools

- 06.10.00 SCHOOLS - GENERAL 1984-2006
- 06.10.01 MARTINEZ UNIFIED SCHOOL DIST. 1983-2006
- 06.10.02 Woodbridge Day Care MUSD 1982-2003
- 06.10.03 Early Childhood Dev Center 1977-1981
- 06.10.04 Mt. Diablo (Hidden Valley) Petitions 1995
- 06.10.04 Mt. Diablo Unified School District 1989-2006
- 06.10.05 City's Child Care Program 1991-2003

Cable County – General

- 06.12.00 Cable County 1993

Filming

- 06.14.00 FILM PROCEDURES 1987-2005

Utilities

- 06.15.00 Utilities-General 1996-2005
- 06.15.01 Pacific Gas & Electric 1937-2005
- 06.15.02 Pacific Bell 1986-1999
- 06.15.03 ATT&T 1995-1999

Civic Master Plan (County/City)

- 06.17.00 CIVIC MASTER PLAN (County/City) 1981-1999

General Plan – Information

- 09.02.08 Growth Mgmt. Element, Measure C 1991-2005
- 09.02.09 Transportation Element of GP 1992
- 09.02.10 Conservation Alhambra Creek 1992
- 09.02.11 Downtown GP Revitalization Master Plan 2001 2001-2002
- 09.02.12 Shaping Our Future 2001-2003
- 09.02.13 Downtown Specific Plan 2002-2006

Development Plans

- 09.03.00 DEVELOPMENT PLANS 1984
- 09.03.01 Alhambra Hills Specific Plan 1982-1989
- 09.03.02 Franklin Hills Study 1984-1992
- 09.03.02.01 Friends of Franklin Hills 1988-1990
- 09.03.03 John Muir Parkway Area Plan 1985-1990
- 09.03.04 Alhambra Valley Planning 1985-1992

- 09.03.05 Briones Hills Plan 1986-1988
- 09.03.06 Wetlands 1987-1988
- 09.03.07 Central Martinez Specific Plan 1987-1997
- 09.03.08 Reliez Valley Rd. Task Force 1989-1992
- 09.03.10 Carquinez Straits 1993-2000

Zoning – General

- 09.04.00 Zoning – General 1972-2005
- 09.04.01 Rezoning 1972
- 09.04.01.01 Rezoning/No Appeal 1980-1985
- 09.04.01.02 Rezoning/No Appeal 1986-1987
- 09.04.01.03 Rezoning/No Appeal 1988-1989
- 09.04.01.04 Rezoning/No Appeal 1990-1991
- 09.04.01.05 Rezoning/No Appeal 1992-1996
- 09.04.01.06 Rezoning/No Appeal 1997-2003
- 09.04.02 Rezoning Appeals 1980-1989
- 09.04.02.01 Vista 1984-1989
- 09.04.02.02 Costco 1985-1988
- 09.04.02.02 Costco Court Case 1986
- 09.04.02.03 Arnold/Starflower 1985-1986
- 09.04.02.04 Wendy's 1986
- 09.04.02.05 Muir Station 1986
- 09.04.02.06 Costanzo/Senior Housing 1986
- 09.04.02.07 Fig Tree Lane 1987-1988
- 09.04.02.09 Tempco 1988-1989
- 09.04.02.10 Monterey/Howe Rd. 1989
- 09.04.02.11 Farr Retail Center 1989-1991
- 09.04.02.12 Exxon Gas & Car Wash 1980-1991
- 09.04.02.13 Scenic Hill (Marazzani Dr.) 1992
- 09.04.02.14 Canyon Sports, Indoor Shooting Gallery 1999
- 09.04.02.15 111 Haven/12 Unit Townhouse Development 2005

PERSONNEL (*not laserfiched*) Employment Eligibility Verifications Forms (I-9) former employees 1980 - 2013: provided that such employees have not been employed by the City since June 2013 and the forms were completed prior to June 2011.

Prepared by:

Approved by:

Mercy G. Cabral
Deputy City Clerk

Alan Shear
Assistant City Manager

Approved by:

John Abaci
Assistant City Attorney