



CITY OF MARTINEZ

**CITY COUNCIL AGENDA
February 18, 2015**

TO: Mayor and City Council
FROM: Mercy G. Cabral, Deputy City Clerk
SUBJECT: Destruction of Records
DATE: February 9, 2015

RECOMMENDATION:

By resolution, authorize destruction of City files pertaining to the Personnel Division and the Police 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 by various provisions of state law, including Government Code Sections 34090 and 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 Personnel Division and the Police Department.

Attachment:
Resolution – Exhibit A

APPROVED BY:



Interim City Manager

RESOLUTION NO. -15

AUTHORIZING DESTRUCTION OF FILES SPECIFICALLY PERTAINING
TO THE PERSONNEL DIVISION AND THE POLICE 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 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 18th day of February, 2015, by the following vote:

AYES:

NOES:

ABSENT:

RICHARD G. HERNANDEZ, CITY CLERK
CITY OF MARTINEZ

**EXHIBIT “A”
RESOLUTION NO. -15**

PERSONNEL RECORDS—RECRUITMENTS:

Position	Eligibility List Created	Destroy Date
Sergeant	12/22/2004	4/22/2008
WTP Operator in Training	3/17/2006	7/17/2009
Sergeant	8/31/2007	12/31/2010
Planning Manager 2008	11/20/2009	3/20/2011
Police Dispatcher	1/9/2009	5/9/2012
Police Officer Reserve 2011 No Eligibility List established		1/1/2013
WTP Operator I	1/28/2010	5/28/2013
Library Attendant (part-time)	8/15/2011	12/11/2013
Police Assistant	9/18/2009	1/18/2014
Police Officer	12/15/2010	4/15/2014
General Laborer	4/30/2010	8/30/2014
Water Treatment Supervisor	5/2/2011	9/2/2014
Police Dispatcher	11/7/2011	3/4/2015

POLICE RECORDS:

IA 2008 Log (Internal Affairs Investigations – Citizen’s Complaints in 2008)

IA# 1-08

IA# 2-08

IAI 2008 Log (Internal Affairs Investigations –Internally Generated in 2008)

IAI# 1-08

IAI# 2-08

IAI# 3-08

IAI# 4-08

IAI# 5-08

Prepared by:

Approved by:

Mercy G. Cabral
Deputy City Clerk

Alan Shear
Acting City Manager

Approved by:

Approved by:

Eric Ghisletta
Interim Chief of Police

John Abaci
Assistant City Attorney