



**City Council Agenda
July 20, 2016**

To: Mayor and City Council
From: Mercy G. Cabral, Deputy City Clerk
Subject: Records Destruction
Date: July 13, 2016

Recommendation:

By resolution, authorize destruction of City files pertaining to Human Resource 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, by scanning them into laserfiche, or destroying the original documents.

The City Clerk's records listed in Exhibit "A" have been retained as required by Government Code 12946. Files have been scanned into laserfiche and have been approved for destruction by the City Attorney's Office.

Fiscal Impact:

No impact to the General Fund.

Attachment:

- Resolution

APPROVED BY:

A handwritten signature in black ink, appearing to read "Brad Kilger".

Brad Kilger, City Manager

RESOLUTION NO. -16

**AUTHORIZING DESTRUCTION OF FILES SPECIFICALLY PERTAINING
TO HUMAN RESOURCES 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.

NOW, THEREFORE, BE IT RESOLVED by the City Council 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 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 20th day of July, 2016, by the following vote:

AYES:

NOES:

ABSENT:

RICHARD G. HERNANDEZ, CITY CLERK
CITY OF MARTINEZ

EXHIBIT "A"

RESOLUTION NO. -16

HUMAN RESOURCES

Labor Negotiations for Management Comp Plan:

1985-1986

1986-1988

1988-1989

1989-1991

1991-1993

1993-1995

Police Management:

1995-1996

1997-2000

2001-2005

2006-2010

2011-2015

P.E.U, Local 1:

Side letter with flexible staffing folder 5/6/91

Side letter 8/1/89

Side letter 8/4/93 Article VIII-Hours, Section 2.1 (b) Scheduling

1989-1991

1993-1995

Prepared by:

Approved by:

Mercy G. Cabral, Deputy City Clerk

John Abaci, Assistant City Attorney