



CITY OF MARTINEZ

**CITY COUNCIL AGENDA
May 7, 2008**

TO: Mayor and City Council
FROM: Mercy G. Cabral, Deputy City Clerk
SUBJECT: Records Destruction
DATE: April 21, 2008

RECOMMENDATION:

Adopt resolution authorizing destruction of City files pertaining to the City Clerk's Office and the Finance 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 microimaging or destruction of original without retention of copies.

The records listed in Exhibit "A" has been reviewed by the City Attorney's Office. These files have been retained as required and can be destroyed under the City's current retention schedule.

FISCAL IMPACT:

No fiscal impact.

ACTION:

Resolution authorizing destruction of City records.

Attachment

APPROVED BY:

A handwritten signature in cursive script, appearing to read "Don Blumberg".

City Manager

RESOLUTION NO. -08

**AUTHORIZING DESTRUCTION OF FILES AND/OR RECORDS SPECIFICALLY
PERTAINING TO THE CITY CLERK'S OFFICE AND THE FINANCE 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, it has been determined that certain records pertaining to the City Clerk's Office and Finance Division, and as indicated in Exhibit "A", can be destroyed without duplication.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Martinez that the files in Exhibit "A" have been managed in accordance with the City's records retention schedule 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 7th day of May, 2008, by the following vote:

AYES:

NOES:

ABSENT:

RICHARD G. HERNANDEZ, CITY CLERK
CITY OF MARTINEZ

EXHIBIT "A"**RESOLUTION NO. -08****CITY CLERK CLAIMS:**

Date	Claimant	Claim #	Date Closed	DEST	Box#
2001	Grimes, Arlene	01-28	03/09/05	2003	CC105
2003	Susini, Reginald & Patricia	No #	06/16/04	2006	CC105
2003	Slad, Sheldon & Poipau, Antonio & Grimes, Arlene	03-01	03/09/05	2007	CC105
2004	Crouch, Judy	04-08	09/23/05	2007	CC105
2004	Ferrer, Fred DeWeese, Sherry	04-17V	2004	2006	CC105
2005	Cutaia, David Estrada, Alan G.	05-02V	07/05	2007	CC105
2005	Buda, Charles Irwin, Luke	05-06V	06/05	2007	CC105
2005	Caldera, Steve	05-07V	1/22/05	2007	CC105
2005	Sylvia, Jon	05-10V	3/05	2007	CC105
2005	Espinosa, Darrin	05-11V	09/09/05	2007	CC105
2005	Simonetti, Tom Badger, Teresa GEICO Insurance	05-12V	05/05	2007	CC105
2005	Stuck, David	05-13	10/11/05	2007	CC105
2005	Rangel, Alfonso	05-14	12/17/05	2007	CC105
2005	Raschke, Nancy	05-15	11/15/05	2007	CC105
2005	The Center Martinez	05-16	11/11/03	2007	CC105
2005	Wylie, Mike	05-18V	05/05	2007	CC105
2005	Roth, Aaron	05-19	05/02/05	2007	CC105
2005	Grant, Jo	05-20	05/16/05	2007	CC105
2005	Caldera, Steve Chapman, Regina	05-21V	06/05	2007	CC105
2005	Madsen, Douglas Jahnke, Jennifer	05-23V	6/05	2007	CC105
2005	Bonacci, Blaine	05-24	10/05	2007	CC105
2005	Pamela Hale Mitchell	05-27	01/06	2008	CC105
2005	Anderson, Michael	05-29	10/05	2007	CC105
2005	Devengenze, Tina	05-30	08/05	2007	CC105
2005	Bogert, Jim	05-31	08/25/05	2007	CC105
2005	Armstrong, Tom	05-35	08/04/05	2007	CC105
2005	Leong, Ian	05-36V	05-29-05	2007	CC105
2005	Winslet Lissa Tarbet	05-37V	8/05	2007	CC105
2005	Hayes, Christina	05-38	09/30/05	2007	CC105
2005	Keary, Robert P., Officer Fred Ferrer	05-39	02/06	2008	CC105
2005	Pacific Gas and Electric Co. PG&E	05-40	10/05	2007	CC105
2005	Eriksen, Mark	05-41	11/05	2007	CC105

2005	Lynch, Dave	05-43V	9/05	2007	CC105
2005	Sparks, Craig S.	05-45	11/05	2007	CC105
2005	Patterson, Tim	05-47V	11/05	2007	CC105
2005	Peterson, Gary				
	Kasheta, John Peter III	05-48V	11/05	2007	CC105
2005	Collins, John	05-49	12/05	2007	CC105
2005	Salamid, Patrick	05-53V	01/06	2008	CC105
2005	Navlets	05-56	02/06	2008	CC105
2006	Winslett, Adam				
	Summit Center	06-01V	2/06	2008	CC105
2006	Tsirkas, Dionysios	06-02	8/17/06	2008	CC105
2006	Hoskins IV, Willard				
	U.S. Post Office	06-03V	02/06	02/2008	CC105
2006	Marttinen, Jennifer	06-38	04/25/06	2008	CC105

FINANCE:

Water Billing for Routes 15-28; 29-42 and 43-55:
April 1997 – June 1998

Water Billing for Routes 56-67; 68-78 and 80-95:
May 1997 – May 1998

Water Billing for Routes 97-99:
July 1994 – December 1994
January – December 1995
January – December 1996
January – December 1997

Water Billing Registers for all Routes:
July 1998 – June 1999
July 1990 – June 2000

Shut Offs Register for all Routes:
July 1998 – June 1999
July 1999 – June 2000

Prepared by:

Mercy G. Cabral, Deputy City Clerk

Approved by:

Cathy Heater, Finance Manager

Jeffrey Walter, City Attorney