



CITY OF MARTINEZ

**CITY COUNCIL AGENDA
August 18, 2010**

TO: Mayor and City Council
FROM: Mercy G. Cabral, Deputy City Clerk
SUBJECT: Records Destruction
DATE: April 27, 2010

RECOMMENDATION:

By resolution authorize destruction of City files pertaining to the 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 original without retention of copies.

The list of records in Exhibit "A" have been retained as required and determined that they do not need to be laserfiched and thereby can be destroyed.

FISCAL IMPACT:

None.

ACTION:

Adopt resolution authorizing destruction of City records.

Attachment

A handwritten signature in black ink, appearing to read "Philip Viree".

APPROVED BY: City Manager

RESOLUTION NO. -10

AUTHORIZING DESTRUCTION OF FILES SPECIFICALLY PERTAINING
TO THE 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, it has been determined that records pertaining to the Personnel Division, and as indicated in Exhibit "A", can be destroyed without the files being converted to laserfiche.

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 18th day of August, 2010, by the following vote:

AYES:

NOES:

ABSENT:

RICHARD G. HERNANDEZ, CITY CLERK
CITY OF MARTINEZ

EXHIBIT "A"

RESOLUTION NO. -10

PERSONNEL RECORDS:

Recruitments	Destruction Date
Account Technician I	8/16/2010
Admin Secretary	5/1/2010
Dispatcher Supervisor	7/12/2010
Equipment Mechanic	5/7/2010
HR Assistant (Part-time)	2/1/2007
Police Assistant	5/10/2010

Prepared by:

Approved by:

Mercy G. Cabral
Deputy City Clerk

Valerie Fisher
Personnel Technician

Approved by:

John Abaci
Assistant City Attorney