



CITY OF MARTINEZ

**CITY COUNCIL AGENDA
January 11, 2012**

TO: Mayor and City Council
FROM: Mercy G. Cabral, Deputy City Clerk
SUBJECT: Records Destruction
DATE: January 5, 2012

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 laserfische, or destruction of original without retention of copies.

The records pertaining to the Personnel Division listed in Exhibit "A" has been retained as required per the City's retention schedule and/or Government Code. The employee records have been laserfished.

The records have been approved for destruction by the City Attorney's Office.

FISCAL IMPACT:

None.

ACTION:

Adopt resolution authorizing destruction of City records.

Attachment

APPROVED BY:


City Manager

RESOLUTION NO. -12

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, the records indicated in Exhibit "A", have been scanned into the City's laserfiche program with the exception of the recruitments.

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/or 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 11th day of January, 2012 by the following vote:

AYES:

NOES:

ABSENT:

RICHARD G. HERNANDEZ, CITY CLERK
CITY OF MARTINEZ

EXHIBIT "A"

RESOLUTION NO. -12

RECRUITMENTS	DESTROY DATE
GENERAL LABORER	11/1/2010
POLICE DISPATCHER	10/1/2009
POLICE DISPATCHER	10/1/2010
POLICE OFFICER	11/1/2010
POLICE OFFICER	8/1/2011
POLICE OFFICER TRAINEE	10/1/2010

TEMPORARY EMPLOYEES

<u>LAST NAME</u>	<u>FIRST NAME</u>
ALEXANDER	JAMES
ARGENAL	EDWARD
ATKINSON	JOSHUA
AUER	ERICA
AVILA	ANAMARIE
AYERS	STEVEN
BARNETT	MELANIE
BAYARDO	ALEXANDER
BERNAL	CATHERINE
BIGHAM	RICHARD
BISHOP	AMANDA
BLAKE	MARIA
BOETTCHER	AMY
BONANSEA	RICHARD
BRONFELD	MARCUS
BROSTROM	MARGARET
BROWN	MARLON
BUDDE	CARRIE
BUSBY	LYNETTE
BUSICHIO	CAITLIN
CARJUZAA	NICOLAS
CHAMPION	ERIN
CHAVARRIA-VALLIERE	MARSHA
CHESAREK	AMY
CIULLO	MICHAEL
CLEMENT	WYLIE
CLONTZ	ALEXANDER
COBOS	DENNIS
COMPTON	HELEN

TEMPORARY EMPLOYEES

CONTRADA	DEBRA
DUANE	RYAN
DUNN	JORDAN
ELFORD	MATTHEW
ERTOLA	ANTHONY
FAIN	MICHAEL
FAZZINI	TONY
FISH	ALEX
FISHER	LOUISE
FLEMING	RENE
FOCKLER	SARAH
FOUHY	MONIQUE
FOUHY	NICHOLAS
FRAME	NOLAN
FRAZER	DONOVAN
FRAZER	JUSTIN
GIFFIN	MATTHEW
GLOVER	ROBERT
GREENE	ASHLEY
GUSMAN	WILLIAM
GUTHRIE	DEREK
HARRIS	PATRICIA
HARRISON	JASON
HELMS	ABBY
HEVENER	EMERALD
HILL	JAMISON
HOLLIS	RONALD
HOVLAND	NATHANIEL
HUGHES	MARK
JENNINGS	KAREN
JENNINGS	KATELIN
JONES	TRAVIS
JORDAN	ASHLEY
KINSMAN	NICOLE
KINSMAN	KAYLA
KIRK	HEATHER
KIRK	AMANDA
KLUBER	FRANK
KORBMACHER JR	FRED
KRUMMEN	WILLIAM
LAMB	ERIC
LANE	CORIGAN
LANGLEY	RYAN
LIPPOW	EVAN

TEMPORARY EMPLOYEES

LUECKE	NOAH
MACARTHUR	MATTHEW
MACK	BRANDON
MARKS	SHAUNA
MARZI	JANA
MAY	ROBERT
MCCAFFREE	KEVIN
MCCOY	THOMAS
MCDUFFIE	JEREMY
MCGEE	JEFFREY
MCLEOD	MICHAEL
MEDINA	JULIE
MELANDEZ	DARREN
MORK	RYAN
MOSSER	NAOMI
NAJERA	MILES
NELSON	MELANIE
NICHOLS	BRANDEN
NINO	ERNESTO
NUNES	DANIEL
O'NEAL	JAMES
PAIVA	TRAVIS
PEARSON	LAURA
PRICE	JEFFREY
REBUCK	AMANDA
REGAN	KATY
RICCOBONO	NICHOLAS
RIGGS	EMILY
ROBINSON	BRANDON
ROJO	SHANE
RUNNION	JOSHUA
RUTLEY	BRANDON
SAGUN	MICHAEL
SAMPSON	CAROL
SANDER	ERICA
SANDER	LINDSAY
SANTOS	ANTONIO
SANTOS	JENNIE
SANTOS	MIKE
SHEA	TREVOR
SHELTON	ANNE
SILVA	WILLIAM
SIMMONS	KANSAS
SIMONETTI	JONATHON

TEMPORARY EMPLOYEES

SMITH	MORGAN
SNAVELY	SOPHIA
SNELL	TIFFANY
SNELLGROVE	JOSHUA
STAFFELBACH	COLE
STRETCH	DAVID
SWANSON	CARL
SWANSON	HALEY
SYLVA	NATHANIEL
TADESSE	SEYOUM
TEIXEIRA	SARAH
THOMPSON	BRANDON
TOGONON	RAMONA
VILLASENOR	DEBRA
WALLACE	KATHRYN
WANG	DEANA
WATERMAN	ELLIOTT
WEBB	JACOB
WHITEMAN	PAUL
WIGNALL	DEBORAH
WILLIS	ANDRU
WILSON	JASMINE
YOUNG	STEVEN

REGULAR EMPLOYEES

<u>LAST NAME</u>	<u>FIRST NAME</u>
ATKINSON	LYNDA
AYERS	SHERRELL
BELEELE	JOYCE
BLUBAUGH	DONALD
BUTLER	JOHN
COLE	STUART
COLON	MICHAEL
CRUMM	JENNIFER
CUTAIA	DAVID
DEVINCENZI	KATHLEEN
DYSART	SHAUNDRA
GREENWOOD	MARK
GREN	KJERSTIN
GUGLIELMINETTI	BREANNE
GUTIERREZ	AMANDA
HARRIS	TYSHAWN
HOSKINSON	JOE
JACKSON	KENNETH

REGULAR EMPLOYEES

KRIMM	KELLY
LASCHELL	DAVID
LIEBEL	KENNETH
LOPEZ	ALBERT
LYNCH	DANIEL
MADSEN	DOUGLAS
MARQUARDT	WARD
MARSHALL	LIANNE
MILLER	THOMAS
MORETZ	JOHN
MURPHY	TIMOTHY
NAGRA	SURINDER
OWEN	KELLY
PATTERSON	TIMOTHY
PEARSON	RICHARD
PEIXOTO	JOSE
PRINS	EVERT
RIVERA	VIVIAN
ROUNDS	HERB
SIMONETTI	THOMAS
SINGLETARY	RICHARD
SKINNER	JOSHUA
SMITH	MARK
STRETCH	JOHN
TASINI	DINA
THOMPSON	JAMES
THOMPSON	MICHAEL
TOGONON	RAMONA
TOOL	JOANN
VANDERMEULEN	JEFFREY

Prepared by:

Approved by:

Mercy G. Cabral
Deputy City Clerk

Alan Shear
Assistant City Manager

Approved by:

John Abaci
Assistant City Attorney