



**CITY OF MARTINEZ**

**CITY COUNCIL AGENDA  
March 21, 2012**

**TO:** Mayor and City Council  
**FROM:** Mercy G. Cabral, Deputy City Clerk  
**SUBJECT:** Records Destruction  
**DATE:** March 14, 2012

**RECOMMENDATION:**

By resolution authorize destruction of Claims against the City which have been settled and officially closed.

**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 pertaining to the City Clerk's Office and listed in Exhibit "A" have been retained as required per the City's Policy and the Municipal Pooling Authority and have been approved for destruction by the City Attorney's Office.

**FISCAL IMPACT:**

None.

**ACTION:**

Adopt resolution authorizing destruction of Claims against the City which are officially closed.

Attachment

**APPROVED BY:**

  
City Manager

**RESOLUTION NO. -12**

**AUTHORIZING DESTRUCTION OF CLAIMS AGAINST THE CITY  
SPECIFICALLY PERTAINING TO THE CITY CLERK'S OFFICE**

**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 is the City's and the Municipal Pooling Authority's policy that claims against the City that have been settled can be destroyed two years after the closing date.

**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 21<sup>st</sup> day of March, 2012 by the following vote:

AYES:

NOES:

ABSENT:

RICHARD G. HERNANDEZ, CITY CLERK  
CITY OF MARTINEZ

**EXHIBIT "A"**  
**RESOLUTION NO. -12**

<b>Year</b>	<b>Claimant</b>	<b>Claim #</b>	<b>Closed</b>	<b>Destruction Date</b>
<b>2005</b>	Carter, Margaret	05-08	01/25/07	01/09
2005	Laurel, Jackson			
	Rogers, Christopher	05-46	06/05/07	06/09
2005	Smith, Emilie	05-51	3/20/08	03/10
2005	Sorrenti, Matthew	05-55	11/14/08	12/10
<b>2006</b>	Thompson, Conness &			
	Norman, Dave	06-04	11/27/06	11/08
2006	PG&E	06-05	12/06/06	12/08
2006	Britt, Jr. Darel	06-11	11/06/06	11/08
2006	Peters & Sons Koi Pond	06-12	03/01/07	03/09
2006	Coale, Claudia	06-13	12/11/06	12/08
2006	Stoudt, Mary	06-15	07/30/07	07/09
2006	Swoboda, Maria	06-16	12/11/06	12/08
2006	McClary, Robert	06-17	03/15/07	03/09
2006	Chiado, Penelope	06-23	06/19/07	06/09
2006	Crosby, Larry & Charlisse	06-24	11/02/07	11/09
2006	Tremewen, Stacy	06-27	04/11/07	04/09
2006	Cardinelli, Antonette & Steven	06-28	04/11/07	04/09
2006	Solis, John	06-29	12/12/06	12/08
2006	Tristar Risk Management	06-25	9/18/08	12/10
2006	Leong, Ian	06-30V	08/24/06	10/08
2006	Lateesha Atz	06-32	05/22/07	05/09
2006	Vigil, Mayne, Schalich	06-33	5/29/08	05/09
2006	Chatman, Christopher	06-34V	12/12/06	12/08
2006	Goldsby, Mary	06-35	05/22/07	05/09
2006	Cardinelli, Christopher	06-36	06/05/07	06/09
2006	Cardenas, John	06-37	11/21/06	11/08
2006	Trebino, John	06-39	06/05/07	06/09
2006	Moore, Sherrie	06-40	11/15/06	11/08
2006	Stevens, Ninette	06-41	08/04/07	08/09
2006	Peterson, Gary	06-42V	01/09/07	01/09
<b>2007</b>	Fogle, Ben	07-01	09/24/07	09/09
2007	Williams, Brian	07-02	8/14/09	12/11
2007	Wainwright, Susana	07-03	03/15/07	03/09
2007	Gorton, Bryant	07-04	09/24/07	09/09
2007	Ghanadan, Elisa P.	07-05	10/10/07	10/09
2007	Rodgers, Jason	07-06V	03/21/07	03/09
2007	Yob, David	07-11	01/08	01/10
2007	Brokman, David & Cindy	07-13	03/10/08	03/10
2007	Gephart, Ron	07-14	07/24/07	07/09
2007	Marines, Joann	07-15	07/17/07	07/09
2007	Cirrincone, Diane	07-17	01/22/08	01/10
2007	Lorah, Peter & Linda	07-18	07/11/08	07/10
2007	Perez, Pamela	07-22	3/25/08	03/10

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<b>2007</b>	Pierre, Marcos	07-25	4/25/08	12/10
2007	Morphy, James	07-26	4/26/08	12/10
2007	Clark, Sharon L.	07-27	04/23/08	04/10
2007	Dunivan, Joanne	07-28	11/06/07	11/09
2007	Hardwick-Smith, Rebecca	07-30	04/14/08	04/10
2007	Enterprise Rent-a-Car	07-32	07/15/08	07/10
2007	Mathias, Greg	07-33	8/14/08	08/10
2007	Wise, William	07-34	01/18/08	01/10
2007	Farthing, Kenneth R	No #	08/30/07	08/09
<b>2008</b>	Witt, Bruce & Leslie	08-01	5/30/08	12/10
2008	Sumpter, Brian	08-03	7/11/08	07/10
2008	Rosig, Jacqueline	08-04V	7/7/09	12/11
2008	Maloney, Lisa	08-05V	3/5/08	03/10
2008	Hill, Gregory	08-06	3/26/08	03/10
2008	O'Malley, Nartej	08-07	9/24/08	12/10
2008	Stanley, Corey	08-09	11/26/08	12/10
2008	Becker, Joe	08-10V	3/18/08	03/10
2008	Tilton, Cynthia	08-11	11/26/08	12/10
2008	Gallamore, Sharon	08-12	11/26/08	12/10
2008	Wisher, Joseph	08-13	12/1/08	12/10
2008	Godfrey, Danny	08-14	5/12/09	12/11
2008	Morales, Rick & Michaela	08-15	12/11/08	12/10
2008	Dewlaney, Bonnie	08-16	05/30/08	05/10
2008	Serpa, Devin	08-17V	7/17/08	12/10
2008	Virginia Hills LP	08-18	6/25/08	06/10
2008	Bay, Darlene C.	08-19	3/23/09	12/11
2008	Smedley, Dan	08-20	3/23/09	12/11
2008	Zeeb, Caroline	08-21	8/7/08	12/10
2008	Hoglund, Jill Ann	08-22V	9/10/08	12/10
2008	Morse, Fred	08-23	3/23/09	12/11
2008	Jerome, Robert & Sondra	08-24	3/23/09	12/11
2008	West, Charlene	08-25	5/8/09	12/11
2008	Ferrera, Lynn	08-27	11/20/08	12/10
2008	Isenhour, Sharon	08-28	12/9/08	12/10
2008	Handy, Carol	08-29	12/16/09	12/11
2008	Edwards, Carl A.	08-30	11/6/08	12/10
2008	Williams, Martha L.	08-31	12/19/08	12/10

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2009	Bidow Enid E.	09-01	02/9/09	12/11
2009	McCauley, Ryan	09-02	10/05/09	10/11
2009	Baillie, Ryan	09-03V	09/08/09	09/11
2009	Martin, Linnie	09-04	12/16/09	12/11
2009	Rolen, Karen	09-07	6/12/09	12/11
2009	Brazda, Valerie	09-09	6/30/09	12/11
2009	AAA as Subrogee for Denise Bringer	09-10V	10/30/09	10/11
2009	Smith, Mike	09-13V	07/09/09	07/11
2009	Geico Insurance	09-14	12/02/09	12/11
2009	Mt. View Sanitary District	09-22	12/09/09	12/11
2009	Gomez, Marci	09-27	11/10/09	11/11
2009	Benton, Henry	09-32	12/14/09	12/11

Prepared by:

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Mercy G. Cabral  
Deputy City Clerk

Approved by:

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John Abaci  
Assistant City Attorney