



CITY OF MARTINEZ

**CITY COUNCIL AGENDA
March 6, 2013**

TO: Mayor and City Council
FROM: Sandy Chapek, Deputy City Clerk Pro Tem
SUBJECT: Records Destruction
DATE: February 21, 2013

RECOMMENDATION:

By resolution authorize destruction of City files pertaining to the City Manager's and City Attorney's Office.

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 laserfisher, or destruction of original without retention of copies.

The records pertaining to the City Manager's/City Attorney's office listed in Exhibit "A" have been approved for destruction by the City Attorney's Office.

FISCAL IMPACT:

None.

ACTION:

Motion adopting resolution authorizing destruction of City records.

Attachment:
Resolution

APPROVED BY:

City Manager

RESOLUTION NO. -13

AUTHORIZING DESTRUCTION OF FILES SPECIFICALLY PERTAINING TO
THE CITY ATTORNEY/CITY MANAGER DEPARTMENTS

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.

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 6th day of March, 2013, by the following vote:

AYES:

NOES:

ABSENT:

RICHARD G. HERNANDEZ, CITY CLERK
CITY OF MARTINEZ

EXHIBIT "A"

RESOLUTION NO. -13

CITY ATTORNEY/MANAGER FILES

People vs Kuhns 1998-2000
Marcia Raines September 6, 2000
City Attorney Leases March 28, 1997 - April 2002
Gonzales 2006
Miscellaneous Legal Issues 1995-2001
Lawsuits Miscellaneous 1997-2004
Franchise Agreements February 1999 - November 2001
Downtown Parking Structure May 2000
Contra Costa County December 1997 - March 2005
Seto Detention Basin June 2001 - October 2001
Martinez vs Donald Neith November 15, 2000
Property development Issues 1997 - 2001

Prepared by:

Approved by:

Sandy Chapek
Deputy City Clerk Pro Tem

Alan Shear
Assistant City Manager

Approved by:

John Abaci
Assistant City Attorney