



**CITY OF MARTINEZ**

**CITY COUNCIL AGENDA  
March 20, 2013**

**TO:** Mayor and City Council  
**FROM:** Mercy G. Cabral, Deputy City Clerk  
**SUBJECT:** Records Destruction  
**DATE:** March 14, 2013

**RECOMMENDATION:**

By resolution authorize destruction of City files pertaining to the Personnel Services 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 laserfisher, or destruction of original without retention of copies.

The records pertaining to the Personnel Services Division listed in Exhibit "A" have been retained as required, converted to laserfisher and 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. -13

AUTHORIZING DESTRUCTION OF FILES SPECIFICALLY PERTAINING TO  
THE PERSONNEL SERVICES 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.

**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 20th day of March, 2013, by the following vote:

AYES:

NOES:

ABSENT:

RICHARD G. HERNANDEZ, CITY CLERK  
CITY OF MARTINEZ

**EXHIBIT "A"**

**RESOLUTION NO. -13**

**Workers Compensation Claims**

Agresta, Gregory	Guerra, Isaac
Austin, Donna	Guerra, Roderick
Baeta, Kimberly	Guthrie, Shelley
Beleele, Joyce	Gutierrez, Amanda
Brown, David	Gutierrez, Ernest
Browne, Nancy	Hinks, Michael
Calkins, Charlie	Jackson, Kenneth
Chrismer, Jack	Jennings, Cheryl
Clayton, Karen	Jespersen, Stephen
Comisky (Taylor), Denise	Johnson, Sandra
Cutaia, David	Kuebler, Russell
Darling, Pepe	Laing, Rhoderick
Decker, Sammy	LaSchell, David
Derryberry, Michael	Lauer, Kristen
Devincenzi, Kathleen	Leong, Kim
Doss, Dixie	Linam, Jack
Doty, Dave	Lindsay, Ryan
Dowling, Richard Jr.	Lynch, Daniel
Dowling, Richard Sr.	Madsen, Dogleas
Duffield, Robert	Mahler, Stuart
Ferrari, Frank	Manolatos, Peter
Fistzer, Michelle	Marchiano, Michael
Flowers, Carl	
Frazer, Kathleen	

Prepared by:

Approved by:

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Mercy G. Cabral  
Deputy City Clerk

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Alan Shear  
Assistant City Manager

Approved by:

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John Abaci  
Assistant City Attorney