



CITY OF MARTINEZ

**CITY COUNCIL AGENDA
July 10, 2013**

TO: Mayor and City Council
FROM: Mercy G. Cabral, Deputy City Clerk
SUBJECT: Records Destruction
DATE: July 2, 2013

RECOMMENDATION:

By resolution authorize destruction of City files pertaining to the Administrative Services Department 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 records listed in Exhibit "A" has been retained as required Government Code 12946 and have been laserfiched, 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 WORKERS COMPENSATION 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 Workers Compensation records indicated in Exhibit "A", are considered permanent records and 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 listed in Exhibit "A" have been managed in accordance with the City's records retention schedule and 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 an Adjourned Regular Meeting of said Council held on the day of , 2013, by the following vote:

AYES:

NOES:

ABSENT:

RICHARD G. HERNANDEZ, CITY CLERK
CITY OF MARTINEZ

EXHIBIT "A"

RESOLUTION NO. -13

PERSONNEL: Workers Compensation Files (scanned into laserfiche)

Bernal, Catherine
Butler, John
Dansie, Daniel
Johnson, Rhonda
Reeves, Bruce
Sage, David
Scott, Deann
Sebastiani, Vincent
Simonetti, Thomas
Skinner, Joshua
Smith, Mark
Spaulding, Margo
Staffelbach, Cole
Stilley, Larry
Stretch, John
Taylor, Lois
Thompson, James
Thompson, Michael
Valle, Arthur
Vandermeulen, Jeffrey
Wagley, Thomas
Wignall, Debbie
Wortman, Marilyn

Prepared by:

Approved by:

Mercy G. Cabral
Deputy City Clerk

Alan Shear
Assistant City Manager

Approved by:

John Abaci
Assistant City Attorney