

RESOLUTION NO. ____

**RESOLUTION OF THE COUNCIL OF THE CITY OF GLENDALE
APPROVING THE DESTRUCTION OF CERTAIN CITY RECORDS
IN THE GLENDALE FIRE DEPARTMENT**

WHEREAS, Government Code section 34090 provides for and authorizes, except as specifically therein exempted, the destruction of certain city records, documents, instruments, books or papers after the same is no longer required, with the written consent of the City Attorney and the approval of the City Council; and

WHEREAS, Silvio Lanzas, Fire Chief, has determined that the following described recordings, documents, instruments, books or papers in the Glendale Fire Department are no longer required; and

WHEREAS, the City Attorney has given his written consent to the destruction thereof.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GLENDALE THAT Council approval be, and hereby is, granted to the Fire Chief to destroy the recordings, documents, instruments, books and papers as set forth below:

Description		
Personnel	Operations Log Books	1995-2017
	All personnel files containing (including background investigations) of employees who terminated employment with the City.	1986-2015
	Background files of current employees (digitalized)	
	Subpoenas	2006-2017
Finance	Travel Request Reimbursement requests	2015-2017
	Fire Department Emergency Medical Services Reports	2017-2018
	Miscellaneous reports and correspondence and interdepartmental communications generated by Administration/Command Staff/Verdugo Fire Communications Center	2008-2017
	Digital Dispatch Recordings	2014-2017
	Copies of Closed Purchase Orders and Request for Demands, Petty Cash, and Invoices	2015-2017
	Closed Fire Incident Reports	2005-2015
	Annual Budget Preparation documents	2012-2017
	Closed Contracts/Professional Services Agreements	2008-2015
	Deposit Slips	2015-2017
Records	Closed Public Records Requests	2009-2014
	Task Force, Technical Committee, Operations, Radio Trunking and Command Staff Meeting Minutes and Agendas	2014- 2017
	Internal Payroll Rosters	2012-2018
	Arson reports	2003-2004

Adopted by the City Council of the City of Glendale on this 3rd day of November, 2020.

Mayor

ATTEST:

City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF GLENDALE)

I, ARDASHES KASSAKHIAN, City Clerk of the City of Glendale, certify that the foregoing Resolution No. _____ was adopted by the City Council of the City of Glendale, California, at a regular meeting held on the _____ day of _____, 2020, and that same was adopted by the following vote:

Ayes:

Noes:

Absent:

Abstain:

City Clerk