

RESOLUTION NO. _____

**RESOLUTION OF THE COUNCIL OF THE CITY OF GLENDALE,
CALIFORNIA APPROVING THE DESTRUCTION OF CERTAIN CITY
POLICE DEPARTMENT RECORDS**

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 are no longer required, with the written consent of the City Attorney and the approval of the City Council; and

WHEREAS, the Chief of Police has determined that the certain records (documents, instruments, etc.) in his Department do not relate to:

- Outstanding warrants;
- Penal Code Section 290 (sex registrants);
- Penal Code Section 457.1 (arson registrants);
- Criminal death cases;
- Violations listed in Penal Code Sections 799 or 800;
- Penal Code Section 11167.5 (Child Abuse and Neglect Reporting Act);
- Missing persons who are not found;
- Pending civil or criminal litigation; or
- Serialized firearms that have been entered into the NCIC database; and

WHEREAS, the Chief of Police has determined that the following described records (documents, instruments, etc.) are no longer required:

- Crime and arrest reports dated prior to January 1, 2013;
- Miscellaneous non-criminal reports dated prior to January 1, 2013;
- Records of statistical reports dated prior to January 1, 2013;
- Jail logs dated prior to January 1, 2013;
- Traffic citations dated prior to January 1, 2017;
- Parking citations dated prior to January 1, 2017;
- Bail receipts and records dated prior to January 1, 2018;
- Dealers' reports of gun sales dated prior to January 1, 2018;
- Subpoenas not associated with a police report dated prior to January 1, 2018;
- Subpoenas dated prior to January 1, 2018;
- Informal discovery requests dated prior to January 1, 2018;
- Pawn slips dated prior to January 1, 2018;
- Treasurer's receipt records dated prior to January 1, 2018;
- Miscellaneous correspondence dated prior to January 1, 2018;
- Digital audio recordings older than 777 days from date of occurrence;
- Records related to the Automated License Plate Readers older than 777 days from date of occurrence;

- Records related to the Mobile Audio Video System older than 777 days from date of occurrence;
- Records of telephone and radio communications older than 777 days from date of occurrence;
- Records of routine video monitoring maintained in the Milestone Camera system older than 777 days from occurrence;
- Photographs in the CaseWorks system dated prior to January 1, 2013;
- Administrative investigations that contain formal dispositions and were closed on or before January 1, 2015 (having been retained for at least five years in accordance with Penal Code section 832.5);
- Pre-employment background investigation files closed on or before January 1, 2018, where those applicants were not hired;
- Personnel files of employees who separated employment with the City on or before January 1, 2017; and
- Administrative files referencing *Pitchess* Motions closed on or before January 1, 2017.
- Vacation check requests dated prior to January 1, 2018;
- Special event permit records dated prior to January 1, 2015.

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, CALIFORNIA that Council approval be, and hereby is, granted to the Chief of Police to destroy the records (documents, instruments, etc.) specified herein above.

Adopted this _____ day of _____ 2020.

Mayor

ATTEST

City Clerk

As the City Attorney of the City of Glendale, California, I hereby consent to the destruction of the City records described in this resolution.

City Attorney

STATE OF CALIFORNIA)
) SS
COUNTY OF LOS ANGELES)

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

Ayes:

Noes:

Absent:

Abstain:

City Clerk