

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE COUNCIL OF THE CITY OF GLENDALE  
APPROVING THE DESTRUCTION OF CERTAIN CITY 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 is no longer required, with the written consent of the City Attorney and the approval of the City Council; and

**WHEREAS**, Michael J. Garcia, City Attorney, has determined that the following described records, documents, instruments, books or papers in his division are no longer required:

The following described Community Services & Parks Department records (documents, records, and papers, etc.) are no longer required to be maintained and may be destroyed:

<b>• <u>Description</u></b>	<b><u>Year(s)</u></b>	<b><u>Box</u></b>
• Wknd. Supervisor Maint. Log	2001-2002	1
• Community Services Referrals	1999-2003	2
• Regular PO	1998-1999	3
• Annual PO	1991-1993	4
• Annual PO	1993-1995	5
• Payroll	1992-1994	6
• Annual PO	1997-1998	7
• Weekend Supervisor Maint. Log	1999-2000	8
• Field PO	1995-2002	9
• Regular PO	1999	10
• Park Files Miscal (Misc. Files)	1955-1975	11
• Payroll	1988-1990	12
• Payroll	1990-1992	13
• Weekend Supervisor Maint. Log	1992-1995	14
• Payroll	1999-2002	15
• Payroll Signature Sheets	1999	16
• Payroll	1981-1993	17
• Payroll	1998-1999	18
• Park Files Miscal (Misc. Files)	1956-1971	19
• Park Files Miscal (Misc. Files)	1975-1976	20
• Regular PO	1974-1993	21
• Payroll DTA	2003-2005	22
• Payroll	2002-2005	23
• Proc. Card Statements	2010	24
• Payroll DTA Reports & Accum. Bal. Sheets	2010	25
• Payroll Orig. Time Cards/Time Entry Sheets	2016	26
• Payroll Time Cards	2009	27
• Proc. Card Statements	2010	28

• Payroll	2013	29
• Payroll	2008	30
• Payroll DTA Reports	2013	31
• Parks Files Miscal (Misc. Files)	2000-2004	32
• Utility Bills	1985	33
• Park Files Miscal (Misc. Files)	2001-2004	34
• Park Files Miscal (Misc. Files)	2005	35
• Payroll DTA Reports	2004	36
• Payroll	2006	37
• Payroll	2007	38
• Payroll	2007	39
• Payroll	2011	40
• Annual PO	2001-2012	41
• Req. for Demand, Field PO &	2005-2008	42
• Proc. Card Statements	2011	43
• Field PO, Petty Cash &	2004	44
• Payroll DTA Reports	2009	45
• Annual PO, Req. for Demand &	2007-2012	46
• Annual PO	2003-2010	47
• Annual PO	2004-2007	48
• Payroll	2008	49
• Regular PO	2001-2004	50
• Annual PO	2001-2004	51
• Field PO	2001-2004	52
• Misc. PO	2004	53
• Payroll Time Cards	2005	54
• Proc. Card Statements	2008	55
• Regular PO	2003-2007	56
• Payroll DTA Reports	2006	57
• Annual PO, Petty Cash &	2004-2008	58
• Misc. Files	1984-1998	59
• Misc. Files	1990-2007	60
• Misc. Office Files	2000-2002	61
• Annual PO	2001-2012	62
• Proc. Card Statements	2004-2007	63
• Misc. Files Other Depts.	2007-2008	64
• Annual PO	2001-2006	65
• Park Maint. Inspection Forms &	1898-1989	66
• GCEA Info. Postings	1996-1998	
• Payroll	1992-1995	67
• Payroll	1995-1996	68
• Payroll	1996-1997	69
• Payroll	1996-1996	70
• Annual PO	1996	71
<b>Water Damaged Files -</b>		

• Glendale Narrows Riverwalk Ph II Proj. Mgr. Files		72
• Maple Park Site Impr. Proj. Mgr. Files		73
• Misc. Bid Specifications (duplicates)		74
• George Balteria Misc Files		75
• Maryland Ave. Park Proj. Mgr. Files		76
• Griffith Manor Park Proj. Mgr. Files		77
• Scholl Cyn Ballfields Proj. Mgr. Files		78
• Misc. Park Project Award Certificates		79

The dates above are consistent with the Records Retention guidelines for the City of Glendale.

**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 City Attorney to destroy the records, documents, instruments, books and papers specified and described hereinabove.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_.

Mayor

\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
City Clerk

As City Attorney of the City of Glendale, I hereby consent to the destruction of the City records described in the above Resolution.

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 \_\_\_\_\_ 2020, and that same was adopted by the following vote;

Ayes:  
Noes:  
Absent:  
Abstain:

\_\_\_\_\_  
City Clerk