

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:

CATEGORY	DESCRIPTION OF RECORDS	PURGE CRITERIA	RETENTION PERIOD
AUDIO/VIDEO	Digital audio recordings	Older than 777 days from date of occurrence.	2+ years
	Automated License Plate Readers recordings	Older than 777 days from date of occurrence	2+ years
	Mobile Audio Video System recordings	Older than 777 days from date of occurrence	2+ years
	Telephone and radio communication recordings	Older than 777 days from date of occurrence	2+ years
	Routine video monitoring recordings	Older than 777 days from date of occurrence	2+ years

CATEGORY	DESCRIPTION OF RECORDS	PURGE CRITERIA	RETENTION PERIOD
PERSONNEL	Closed Administrative investigations that contain formal dispositions having been retained for at least five years in accordance with Penal Code section 832.5	Closed prior to January 1, 2016	Closed + 5 years
	Pre-employment background investigation files where those applicants were not hired	Closed prior to January 1, 2019	Closed + 2 years
	Personnel files of employees who separated employment with the City	Separated prior to January 1, 2018	Closed + 3 years
	Administrative files referencing <i>Pitchess</i> Motions	Closed prior to January 1, 2018	Closed + 3 years

CATEGORY	DESCRIPTION OF RECORDS	PURGE CRITERIA	RETENTION PERIOD
PHOTOGRAPHS	Photographs, in hardcopy or digital format	Dated prior to January 1, 2014	7+ years

CATEGORY	DESCRIPTION OF RECORDS	PURGE CRITERIA	RETENTION PERIOD
RECORDS	Crime and arrest reports	Dated prior to January 1, 2014	7+ years
	Miscellaneous non-criminal reports	Dated prior to January 1, 2014	7+ years
	Records of statistical reports	Dated prior to January 1, 2014	7+ years
	Jail logs	Dated prior to January 1, 2014	7+ years
	Special events permits	Dated prior to January 1, 2016	5+ years
	Traffic citations	Dated prior to January 1, 2018	3+ years
	Parking citations	Dated prior to January 1, 2018	3+ years
	Bail receipts and records	Dated prior to January 1, 2019	2+ years

CATEGORY	DESCRIPTION OF RECORDS	PURGE CRITERIA	RETENTION PERIOD
RECORDS (continued)	Dealers' reports of gun sales	Dated prior to January 1, 2019	2+ years
	Subpoenas	Dated prior to January 1, 2019	2+ years
	Subpoenas not associated with a police report	Dated prior to January 1, 2019	2+ years
	Informal discovery requests	Dated prior to January 1, 2019	2+ years
	Pawn slips	Dated prior to January 1, 2019	2+ years
	Treasurer's receipt records	Dated prior to January 1, 2019	2+ years
	Miscellaneous correspondence	Dated prior to January 1, 2019	2+ years
	Vacation check requests	Dated prior to January 1, 2019	2+ years

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 _____ 2021.

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 _____ 2021, and that same was adopted by the following vote:

Ayes:

Noes:

Absent:

Abstain:

City Clerk