



CITY OF GLENDALE, CALIFORNIA REPORT TO THE CITY COUNCIL

AGENDA ITEM

Report: Concerning Destruction of Records of the Fire Department

1. Resolution Approving the Destruction of Certain City Records

COUNCIL ACTION

Item Type: Consent Calendar

Approved for August 8, 2023 **calendar**

EXECUTIVE SUMMARY

Periodically, City departments present resolutions to Council that provide for records destruction. This request covers documents generated through the normal business operations of the Fire Department. Government Code Section 34090 provides that (subject to certain exceptions) with the approval of the legislative body by resolution and the written consent of the city attorney, the head of a city department may destroy any city record, document, instrument, book or paper, under his charge, without making a copy thereof, after the same is no longer required, provided it is at least two years old.

COUNCIL PRIORITIES

n/a

RECOMMENDATION

It is requested that the City Council approve the attached resolution approving the destruction of certain city records of the Fire Department.

BACKGROUND

The Fire Department has identified the listed documents to be destroyed by Safe Shred. As of 2015, the fire department converted to a digital records system which eliminated the need for paper records.

The following records meet city retention policy requirements and are proposed to be destroyed:

- Patient Care Reports 1999-2000, 2010-2014
- Collection Reports and Billing 2002-2010
- Subpoenas 2012-2019
- EMS Staff Meeting Minutes 2008-2013
- Copies of Checks 2014-2018
- Invoice Copies and Receipts 2006-2014
- Billing Records- 2018
- Zoll Logs- 2010-2018
- Narc Logs 2010-2018
- EMS Surveys 2004-2012
- EMS Continuing Education Records 2008-2014
- Command Staff Meeting Minutes 2019

ANALYSIS

n/a

STAKEHOLDERS/OUTREACH

n/a

FISCAL IMPACT

The cost for these services is \$6.00 per box, with a total of 117 boxes to be shredded. This amounts to a cost of \$702. The Fire department can absorb this cost and therefore no new appropriation is being requested at this time. The funding is outlined below:

Existing Appropriation		
Amount	Account String	Funding Source
\$702.00	45682-1010-GFD-4001	General Fund

ENVIRONMENTAL REVIEW (CEQA/NEPA)

n/a

CAMPAIGN DISCLOSURE

This item is exempt from campaign disclosure requirements.

ALTERNATIVES

Alternative 1: City Council approves the destruction of records as set forth in this council report.

Alternative 2: The City Council may choose to disapprove all or portions of the proposed documents selected for destruction.

Alternative 3: The City Council may consider any other alternative not proposed by staff

ADMINISTRATIVE ACTION

Prepared by:

Anita Shandi, Deputy Director of Fire Administrator

Approved by:

Roubik R. Golanian, P.E., City Manager

EXHIBITS/ATTACHMENTS

n/a