



## **CITY OF GLENDALE, CALIFORNIA REPORT TO THE CITY COUNCIL**

### **AGENDA ITEM**

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Report: Recommendation to Destroy Certain Fire Department Records, Documents, and Papers

1. Resolution on Approving the Recommendation to Destroy Certain Fire Department Records, Documents, and Papers

### **COUNCIL ACTION**

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**Item Type:** Consent Calendar

**Approved for** November 17, 2020 **calendar**

### **ADMINISTRATIVE ACTION**

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**Submitted by:**

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**Prepared by:**

Gor Galstyan, Public Safety Business Specialist

**Reviewed by:**

Michele Flynn, Director of Finance

Michael J. Garcia, City Attorney

**Approved by:**

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

## RECOMMENDATION

It is respectfully requested that the City Council approve the attached resolution approving the destruction of certain city records of the Fire Department and the Verdugo Fire Communications Center.

## BACKGROUND/ANALYSIS

Periodically, City departments present resolutions to Council that provide for records destruction. This request covers documents such as personnel files, 9-1-1 recordings, background investigations and financial documents generated through the normal business operations of the Fire Department. Documents to be destroyed are listed below. 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. The following records meet these requirements and are proposed to be destroyed:

Description		
<b>Personnel</b>	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
<b>Finance</b>	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
<b>Records</b>	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

## FISCAL IMPACT

The cost for these services will be absorbed by the respective Miscellaneous (45682) accounts within the respective cost centers. The cost for services is \$6.00 per box. There are around 100 file boxes, so the pricing is anticipated to be approximately \$600 total.

Description	Account	Amount
Miscellaneous, General Fund, Fire Department, Emergency Medical Services	45682-1010-GFD-4001	\$100
Miscellaneous, General Fund, Fire Department, Admin	45682-1010-GFD-0010	\$200
Miscellaneous, General Fund, Fire Department, Operations	45682-1010-GFD-4000	\$200
Miscellaneous, Fire Communication, Fire Department, Fire Communication Center	45682-5800-GFD-4005	\$100
	<b>Total</b>	<b>\$600</b>

**ALTERNATIVES**

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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

**CAMPAIGN DISCLOSURE**

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Not applicable

**EXHIBITS**

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None