



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

AGENDA ITEM

Report: Destruction of Certain Community Services & Parks Department Records, Documents, and Papers.

1. Resolution to Authorize Destruction of Certain Community Services & Parks Department Records, Documents, and Papers.

COUNCIL ACTION

Item Type: Consent Calendar

Approved for January 12, 2021 **calendar**

ADMINISTRATIVE ACTION

Submitted by:

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Reviewed by:

Michele Flynn, Director of Finance

Michael J. Garcia, City Attorney

Approved by:

Roubik Golanian, Interim City Manager

RECOMMENDATION

It is recommended that City Council adopt a resolution authorizing the destruction of records, as allowed by State Law, as specified in the resolution. This routine purging of records is consistent with State Law and the City's records destruction policy.

BACKGROUND/ANALYSIS

Pursuant to Government Code Sections 34090, certain records may be destroyed after specified periods of time.

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

<u>Description</u>	<u>Year(s)</u>	<u>Box</u>
• Weekend 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
• Annual PO, GYEP Sheets		
• Proc. Card Statements	2011	43
• Field PO, Petty Cash &	2004	44
• Annual PO, Req. for Demand		
• Payroll DTA Reports	2009	45
• Annual PO, Req. for Demand &	2007-2012	46
• Regular PO		
• 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
• Regular PO		
• 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
• Water Damaged Files -		
• Glendale Narrows Riverwalk Ph II Proj. Mgr. Files	Prior to 2019	72
• Maple Park Site Impr. Proj. Mgr. Files	Prior to 2015	73
• Misc. Bid Specifications (duplicates)	Prior to 2019	74

• George Balteria Misc Files	Prior to 2013	75
• Maryland Ave. Park Proj. Mgr. Files	Prior to 2014	76
• Griffith Manor Park Proj. Mgr. Files	Prior to 2011	77
• Scholl Cyn Ballfields Proj. Mgr. Files	Prior to 2008	78
• Misc. Park Project Award Certificates	Prior to 2008	79

The attached resolution as proposed is fully compliant with the State of California Government Code Sections 34090. Approval of this resolution is important to lessen the storage problem that retention creates and is consistent with proper records management practices. The Community Services & Parks Department has limited space for records retention and storing off-site is expensive and replete with security issues. Staff respectfully requests Council approval to destroy the files as identified above.

FISCAL IMPACT

There is no fiscal impact associated with authorizing the destruction of certain Community Services & Parks Department records, documents, and paper records.

ALTERNATIVES

Alternative 1: The City Council may adopt a resolution authorizing the destruction of records as proposed by staff.

Alternative 2: The City Council may deny the requested authorization to destroy records.

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

CAMPAIGN DISCLOSURE

Not applicable.

EXHIBIT(S)

None.