



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

AGENDA ITEM

Report: Authorization for Destruction of Records - Finance and Innovation, Performance and Audit Departments

1. Resolution Authorizing Destruction of Records

COUNCIL ACTION

Item Type: Consent Calendar

Approved for March 2, 2021 **calendar**

ADMINISTRATIVE ACTION

Submitted by:

Michele Flynn, Director of Finance

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Prepared by:

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Reviewed by:

Michele Flynn, Director of Finance

Approved by:

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

Michael J. Garcia, City Attorney

RECOMMENDATION

It is recommended that the City Council approve the attached Resolution of Destruction of Electronic or Paper Records in the Finance Department including the Internal Audit Section of the Innovation, Performance & Audit Department.

BACKGROUND/ANALYSIS

Every other year, Finance and Innovation, Performance and Audit Departments present a Resolution to Council which provides for destruction of records which are either electronic or hard copy. It covers source documents such as receipts, bills and contracts and computer-generated reports pertaining to financial activity. Attachment "A" lists all documents which will be destroyed with a prior to December 31st date of a given year.

FISCAL IMPACT

None

ALTERNATIVES

#1 – City Council adopts staff recommendation and approves Records Destruction Resolution.

#2 - No approval of Records Destruction is directed by Council.

#3 - City Council may consider another alternative not proposed by staff.

CAMPAIGN DISCLOSURE

None

EXHIBITS

Exhibit 1: Attachment "A" – List of Records