



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

### AGENDA ITEM

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

1. Resolution Authorizing Destruction of Records

### COUNCIL ACTION

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**Item Type:** Consent Calendar

**Approved for** March 2, 2021 **calendar**

### ADMINISTRATIVE ACTION

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**Submitted by:**

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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**

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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**

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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 31<sup>st</sup> date of a given year.

## **FISCAL IMPACT**

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None

## **ALTERNATIVES**

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#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**

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None

## **EXHIBITS**

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Exhibit 1: Attachment "A" – List of Records