



CITY OF GLENDALE, CALIFORNIA
REPORT TO THE:

Joint City Council Housing Authority Successor Agency Oversight Board

April 3, 2018

AGENDA ITEM

Report: Concerning Destruction of Records of the Fire Department

1) Resolution Approving the Destruction of Certain City Records

COUNCIL ACTION

Public Hearing <input type="checkbox"/>	Ordinance <input type="checkbox"/>	Consent Calendar <input checked="" type="checkbox"/>	Action Item <input type="checkbox"/>	Report Only <input type="checkbox"/>
Approved for <u>April 3, 2018</u> calendar				

ADMINISTRATIVE ACTION

Submitted by:
Greg Fish, Fire Chief

Prepared by:
Julie Schaeffer, Public Safety Business Administrator

Approved by:
Yasmin K. Beers, City Manager

Reviewed by:
Michael J. Garcia, City Attorney

Robert Elliot, Finance Director

Signature

[Signature]

[Signature]

[Signature]

[Signature]

Robert Elliot

qmk

RECOMMENDATION

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

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	Closed or Completed Prior to June 30 of the specified year
Explorer Program Volunteer Files	2014
All personnel files containing (including background investigations) of employees who terminated employment with the City.	2017
Records pertaining to scheduling of Operations personnel maintained by the Staff	2012
Travel Request Reimbursement requests	2014
Fire Department Emergency Medical Services Reports	2009
Miscellaneous reports and correspondence and interdepartmental communications generated by Administration/Command Staff	2007
Records pertaining to Mutual Aid Reimbursement claims and support information.	2012
Copies of Closed Purchase Orders and Request for Demands and Invoices	2016
Closed Fire Incident Reports	2012
Correspondence and Faxes with Hazardous Disposal Vendors	2007
Closed Contracts/Professional Services Agreements	2012
Deposit Slips	2015
Closed Public Records Requests	2015
Command Staff Meeting Minutes	2014
Department Budget Records	2012
Closed Fire Prevention / Hazard Mitigation/Hazardous Disposal Grants	2012
Hourly Time Cards/Sheets	2016
Glendale Medic/GWP Reports	2010

FISCAL IMPACT

The cost for these services will be absorbed by respective sections Miscellaneous (47000) fund accounts. The cost for services is \$4.00 per box. There are less than sixty file boxes so we expect the pricing to be under \$350.00 total.

(47000-101-405)	\$ 100.00
(47000-510-421)	\$ 100.00
(47000-101-402)	\$ 100.00
(47000-101-411)	\$ 50.00

ALTERNATIVES

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

Alternative 2: The City Council may consider any other alternative not proposed by staff.

CAMPAIGN DISCLOSURE

Not applicable

EXHIBITS

None

RESOLUTION NO. ____

**RESOLUTION OF THE COUNCIL OF THE CITY OF GLENDALE
APPROVING THE DESTRUCTION OF CERTAIN CITY RECORDS
IN THE GLENDALE FIRE DEPARTMENT**

WHEREAS, Government Code section 34090 provides for and authorizes, except as specifically therein exempted , the destruction of certain city records, documents, instruments, books or papers after the same is no longer required, with the written consent of the City Attorney and the approval of the City Council; and

WHEREAS, Greg Fish, Fire Chief, has determined that the following described recordings, documents, instruments, books or papers in the Glendale Fire Department are no longer required; and

WHEREAS, the City Attorney has given his written consent to the destruction thereof.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GLENDALE THAT Council approval be, and hereby is, granted to the Fire Chief to destroy the recordings, documents, instruments, books and papers specified and described in Attachment A.

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Adopted by the City Council of the City of Glendale on this ____ day of April, 2018.

Mayor

ATTEST:

City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF GLENDALE)

I, ARDASHES KASSAKHIAN, City Clerk of the City of Glendale, certify that the foregoing Resolution No. _____ was adopted by the City Council of the City of Glendale, California, at a regular meeting held on the _____ day of _____, 2018, and that same was adopted by the following vote:

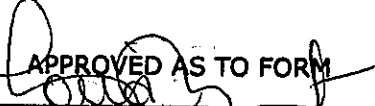
Ayes:

Noes:

Absent:

Abstain:

City Clerk

APPROVED AS TO FORM


Senior Assistant City Attorney
DATE 3/30/18

Attachment A

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