



**CITY OF LODI  
COUNCIL COMMUNICATION**

**AGENDA TITLE:** Adopt Resolution Authorizing Destruction of Certain Records Retained by the Lodi Police Department

**MEETING DATE:** December 3, 2003

**PREPARED BY:** Jerry J. Adams, Chief of Police

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**RECOMMENDED ACTION:** That the City Council adopt a resolution authorizing destruction of certain records retained by the Lodi Police Department as listed below in excess of five (5) years of age.

**BACKGROUND INFORMATION:** In the interest of conserving storage space, the Lodi Police Department makes this annual request to destroy certain records in excess of five (5) years of age as follows:

- 1) Background investigations and employment records of previous employees who have left employment with the City over five years ago. This **does not** include retirees.
- 2) Background investigations of previous applicants not hired, over five years old.
- 3) Crime reports, incident reports and traffic reports over five years old, except for those with pending court action and all homicide investigations.
- 4) Investigations of Citizens Complaints over five years old.

**FUNDING:** None Required.

Handwritten signature of Jerry J. Adams in black ink.

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Jerry J. Adams  
Chief of Police

JJA:sm

Attachments

cc: City Attorney

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APPROVED:

Handwritten signature of H. Dixon Flynn in black ink.  
\_\_\_\_\_  
H. Dixon Flynn, City Manager

RESOLUTION NO. 2003-225

A RESOLUTION OF THE LODI CITY COUNCIL  
AUTHORIZING DESTRUCTION OF CERTAIN  
RECORDS RETAINED BY THE LODI POLICE  
DEPARTMENT

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WHEREAS, in accordance with Government Code Section 34090, the City Attorney has filed his written consent to the destruction of certain records retained by the Lodi Police Department, an inventory of which is attached hereto, marked Exhibit A, and thereby made a part hereof.

NOW, THEREFORE, BE IT RESOLVED by the Lodi City Council that:

1. The records heretofore identified are no longer required.
2. The Lodi City Council finds that the City Attorney has given his written consent to the destruction of the records inventoried on Exhibit A attached hereto and the destruction of those records is hereby authorized.

Dated: December 3, 2003

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I hereby certify that Resolution No. 2003-225 was passed and adopted by the City Council of the City of Lodi in a regular meeting held December 3, 2003, by the following vote:

AYES: COUNCIL MEMBERS – Beckman, Hansen, Howard, Land,  
and Mayor Hitchcock

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None



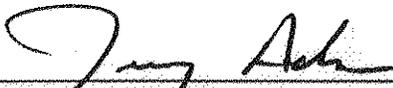
SUSAN J. BLACKSTON  
City Clerk

EXHIBIT A

INVENTORY OF CERTAIN RECORDS RETAINED BY THE LODI POLICE DEPARTMENT  
REQUESTED TO BE DESTROYED PURSUANT TO GOVERNMENT CODE SECTION 34090

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- 1) Background investigations and employment records of previous employees who have left employment of the City over five years ago. This does not include retirees.
  - 2) Background investigations on previous applicants not hired, over five years old.
  - 3) Crime reports, incident reports and traffic reports over five years old, except for those with pending court action and all homicide investigations.
  - 4) Investigations of citizens' complaints over five years old.

Dated: 11/21/03

  
\_\_\_\_\_  
JERRY J. ADAMS  
Chief of Police

APPROVED FOR DESTRUCTION

  
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RANDALL A. HAYS  
City Attorney

Dated: 11-24, 2003