

STAFF REPORT

City Council Consent Item

DATE: May 20, 2024

TO: Honorable Mayor and Council Members

FROM: Casey Day, Chief of Police

THROUGH: Merritt Perry, City Manager

SUBJECT: **Authorize the Destruction of Selected Fortuna Police Department Files,
*Resolution 2024-10***

STAFF RECOMMENDATION:

Authorize the destruction of the selected Fortuna Police Department files by adopting *Resolution 2024-10*.

EXECUTIVE SUMMARY:

In preparation for the police departments move to the new station, a routine audit of Fortuna Police Department records and files was performed in March and April 2024. As a result of this audit, the attached list of files were selected for destruction. The files selected for destruction meet the criteria covered by law according to California Penal Code § 832.5(b), California Government Code § 34090, California Government Code § 26202 and the City of Fortuna Records Retention Policy, dated March 2001.

State law provides that these records may be destroyed at the direction of the Chief of Police and with the approval of the City Council by Resolution. In addition, a copy of this staff report was sent to the City Attorney for legal review and approval.

File destruction information was provided by the following department:

Department: Fortuna Police Department

File(s): Refer to attachment for type, description, and dates.

RECOMMENDED COUNCIL ACTION:

Authorize the destruction of the selected Fortuna Police Department files by adopting *Resolution 2024-10*. Consent Agenda vote.

ATTACHMENTS:

1. *Resolution 2024-10*: A Resolution of the City Council Authorizing the Destruction of Records
2. Fortuna Police Department Records for Destruction May, 2024
3. Personnel Purge List 2024 (names have been redacted)