



City of Rialto

RECORDS DESTRUCTION AUTHORIZATION AND CERTIFICATE

Department, unit, name, address Finance Department 150 S. Palm Ave. Rialto, CA 92376	Department Manager: Bob Chandler <hr/> Date: May 11, 2021
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The records listed below are now eligible for destruction according Resolution No. 4124, the approved records retention schedule. Please indicate your approval for the destruction unless there are reasons to delay. Your signature below attests that there are no unresolved (1) audit questions, (2) investigations, (3) civil suits or criminal prosecutions, or (4) other reasons for holding up the destruction. If the destruction is to be delayed, please give the reason in the space indicated and provide a revised destruction date.

Scheduled Date	Series title, Inclusive dates, and Total volume	Scheduled Destruction Date	Revised Destruction Date
	Cash Sheets FY 2012 and 2013	2020	
	Vendor Files 2009 and 2010	2020	
	Time Sheets 2012 and 2013	2020	

Reason for continued retention:

Security destruction <input type="checkbox"/> yes <input type="checkbox"/> no	Department Manager (signature)	Date:
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City Attorney (signature)	Date:
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Certificate of Destruction

If security destruction, witnessed by: (signature)	Date:
Records Manager (signature)	Date: