



City of Rialto

RECORDS DESTRUCTION AUTHORIZATION AND CERTIFICATE

Department, unit, name, address Administration-Utility Management 150 S. Palm Ave Rialto, CA 92376		Department Manager: Tanya Williams/Tim Sullivan	
		Date: 11/13/2025	
The records listed below are now eligible for destruction according to Resolution No. 7939, 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
Retained a minimum of 2 years	Paid Cash Stubs, Receipts; Year Range 1990-2018	2025	
Retained a minimum of 7 years	Utility Billing Adjustments; Year Range 1990-2015	2025	
Reason for continued retention:			
Security destruction () yes () no	Department Manager (signature) 		Date: 11/13/2025
City Attorney (signature)			Date:

Certificate of Destruction

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