



# City of Rialto

## RECORDS DESTRUCTION AUTHORIZATION AND CERTIFICATE

<b>Department, unit, name, address</b> Community Development Department, Business Licensing 150 S. Palm Ave Rialto, CA 92376	<b>Department Manager</b> Colby Cataldi, Director of Community Development
Date: 07/23/2024	

The records listed below are now eligible for destruction according Resolution No. \_\_\_\_\_, 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	Business License Renewal Notices 2004-2007	2024	
Retained a minimum of 2 Years	Business Applications 2008-2014	2024	

Reason for continued retention:

Security destruction <input checked="" 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:
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Records Manager (signature)

Date: