



# City of Rialto

## RECORDS DESTRUCTION AUTHORIZATION AND CERTIFICATE

Department, unit, name, address Administration-Utility Management 150 S. Palm Ave Rialto, CA 92376	Department Manager: <b>Scott Williams</b>
Date: 02/18/2026	

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	General Correspondance and Returned Mail; Year Range 1990-2020	2026	
Retained a minimum of 7 years	UB Cash Receipt and Journals; Year Range 1990-2018	2026	
Retained a minimum of 7 years	UB Cash Receipt Journals labeled "Harris"; Year Range 1990-2018	2026	
Retained a minimum of 7 years	Utility Billing Closed; Year Range 1990-2018	2026	
Retained a minimum of 2 years	Utility Billing Register Reconciliations; Year Range 1990-2020	2026	
Retained a minimum of 7 years	Utility Billing Level 1,2,3; Year Range 1990-2018	2026	
Retained a minimum of 7 years	Utility Billing Register: Cycle 01+60; 03+70; 02+65; 04+05-75 (ALL CYCLES) Year Range 1990-2018	2026	
Retained a minimum of 7 years	Balanced Deposit Registers; Year Range 1990-2018	2026	
Retained a minimum of 7 years	Turn off list; Year Range 1990-2018	2026	
Retained a minimum of 7 years	Adjustments, Refunds, Reversals; Year Range 1990-2018	2026	

Reason for continued retention:

Security destruction ( ) yes ( ) no	Department Manager (signature) <i>Scott Williams</i>	Date: March 4, 2026
City Attorney (signature) <i>E. J. Vail</i>	Date: March 4, 2026	

*Certificate of Destruction*

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