

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIALTO, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF CERTAIN MUNICIPAL RECORDS OF THE FINANCE, BUSINESS LICENSING, AND PURCHASING DIVISION

WHEREAS, Section 34090 of the California Government Code provides for the destruction of City records, and;

WHEREAS, the Records Coordinator, according to the provisions of the California Government Code and other legal authorities, has requested the destruction of certain records of the Finance, Licensing, and Purchasing Division, which have served their purpose and are no longer required for any legal proceedings or City function.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF RIALTO, DOES
RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

Section 1: Those Finance, Licensing, and Purchasing Department Records outlined in Exhibit “A” are hereby authorized to be destroyed in accordance with the provisions of the California Government Code and other legal authorities.

Section 2: The Records Coordinator shall certify the destruction of said records.

PASSED APPROVED AND ADOPTED this _____ day of _____, 2018.

DEBORAH ROBERTSON, Mayor

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ATTEST:

BARBARA A. McGEE, City Clerk

APPROVED AS TO FORM:

FRED GALANTE, City Attorney

1 **STATE OF CALIFORNIA**)
2 **COUNTY OF SAN BERNARDINO**) ss
3 **CITY OF RIALTO**)

4 I, Barbara McGee, City Clerk of the City of Rialto, do hereby certify that the foregoing
5 Resolution No.____ was duly passed and adopted at a regular meeting of the City Council of the
6 City of Rialto held on the ____ day of _____, 2018.

7 Upon motion of Council Member _____, seconded by Council Member
8 _____, the foregoing Resolution No. ____ was duly passed and adopted.

9 Vote on the motion:

10 AYES:

11 NOES:

12 ABSENT:

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14 IN WITNESS WHEREOF, I have hereunto set my hand and the Official Seal of the City of
15 Rialto this ____ day of _____, 2018.

16 _____
17 BARBARA A.McGEE, CITY CLERK
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City of Rialto

RECORDS DESTRUCTION AUTHORIZATION AND CERTIFICATE

Department, unit, name, address Finance		Department Manager Kyle Johnson	
		Date	
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
	Paid parking citations 2008		
Reason for continued retention:			
Security destruction () yes () no		Department Manager (signature)	Date:
City Attorney (signature)			Date:

Certificate of Destruction

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



City of Rialto

RECORDS DESTRUCTION AUTHORIZATION AND CERTIFICATE

Department, unit, name, address Purchasing		Department Manager Kyle Johnson	
		Date	
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
	Closed purchase orders 2008		
Reason for continued retention:			
Security destruction () yes () no		Department Manager (signature)	Date:
City Attorney (signature)			Date:

Certificate of Destruction

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



City of Rialto

RECORDS DESTRUCTION AUTHORIZATION AND CERTIFICATE

Department, unit, name, address Licensing		Department Manager Robb Steel	
		Date	
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
	Closed Business License Files-2008		
Reason for continued retention:			
Security destruction () yes () no		Department Manager (signature)	Date:
City Attorney (signature)			Date:

Certificate of Destruction

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