

**RESOLUTION NO. \_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
RIALTO, CALIFORNIA, AUTHORIZING THE DESTRUCTION  
OF CERTAIN MUNICIPAL RECORDS OF THE FINANCE  
DEPARTMENT**

**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 Department, 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:** With the consent of the City Attorney, those 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.

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

DEBORAH ROBERTSON, Mayor

**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 City of  
6 Rialto held on the day of , 2018.

7 Upon motion of Council Member , seconded by Council Member ., the foregoing  
8 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.

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18 BARBARA A.McGEE, CITY CLERK  
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# City of Rialto

## RECORDS DESTRUCTION AUTHORIZATION AND CERTIFICATE

Department, unit, name, address Finance Department		Department Manager Ronn Carr	
		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
	Cash Sheets 2011	2018	
	Vendor Files 2008	2018	
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: