



City of Rialto

Legislation Text

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For City Council Meeting [May 11, 2021]

TO: Honorable Mayor and City Council

APPROVAL: Sean Grayson, Acting City Manager

FROM: Barbara A. McGee, City Clerk, CMC

Request City Council to Adopt **Resolution No. 7728** Authorizing the Destruction of Certain Municipal Records of the Finance Department.

BACKGROUND

The City of Rialto has adopted a policy governing the different types of public records that may be destroyed, and the retention and disposition for these different types of public records.

ANALYSIS/DISCUSSION

The affected records are listed on the appropriate Records Destruction Authorization and Certificate form, attached to the Resolution as Exhibit A.

ENVIRONMENTAL IMPACT

The request is not a Project as defined by Section 15378 of the California Environmental Quality Act (CEQA). A "Project" means the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. Pursuant to Section 15378 (b)(5) a project does not include organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

GENERAL PLAN CONSISTENCY

The request is consistent with Guiding Principle 3A of the Rialto General Plan:

Our City government will lead by example, and will operate in an open, transparent, and responsive manner that meets the needs of the citizens and is a good place to do business.

LEGAL REVIEW

The City Attorney has reviewed and supports the staff report and resolution.

FINANCIAL IMPACT

Operating Budget Impact

Staff time for the Records Coordinator to certify destruction of these records is budgeted & available in General Fund Account No. 010-500-3150-1001.

Capital Improvement Impacts

This action will have no effect on the Capital Improvement Budget.

RECOMMENDATION

Staff recommends that the City Council adopt the Resolution authorizing the destruction of certain Municipal Records of the Finance Department.