



# City of Rialto

## Legislation Text

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**File #:** 18-047, **Version:** 1

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For City Council Meeting [January 23, 2018]

TO: Honorable Mayor and City Council

APPROVAL: Robb Steel, Interim City Administrator

FROM: Barbara A. McGee, City Clerk, CMC

Request City Council to Adopt **Resolution No. 7276** Authorizing the Destruction of Certain Municipal Records of the Finance, Licensing and Purchasing Departments.

### **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 approved the staff report and resolution.

### **FINANCIAL 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.

**RECOMMENDATION:**

Staff recommends that the City Council adopt the Resolution authorizing the destruction of certain Municipal Records of the Finance, Licensing, and Purchasing Departments.