

CITY OF CARSON
REQUEST FOR PERMISSION TO PURGE DOCUMENTS

The City Clerk's Office seeks permission to purge the records listed below (or on the attached list).

The records have met their retention requirements and are not the subject of any claim, litigation, investigation, or audit.

(List records here, or attach a list)

Record Type	Records Description	From (Start Date)	To (End Date)	Retention Period
1. RFP	RFP Bid Packets	11/22/2011	11/22/2011	AU + 4 AU + 5 CU + 2
2. Bid	Bid Packets	4/27/2000	6/19/2000	AU + 4 AU + 5 CU + 2
3. Bid	Bid Packets	8/20/2002	11/7/2002	AU + 4 AU + 5 CU + 2
4. RFP	RFP Bid Packets	1/8/2009	5/7/2009	AU + 4 AU + 5 CU + 2
5. RFP	RFB PS94-3	8/22/1994	9/19/1994	AU + 4 AU + 5 CU + 2
6. Bid	Bid Packets	6/6/2001	8/23/2001	AU + 4 AU + 5 CU + 2
7. Bid	Bid Packets	2006	2006	AU + 4 AU + 5 CU + 2
8. RFP	RFP Bid Packets	10/4/2007	12/20/2007	AU + 4 AU + 5 CU + 2
9. Bid	Bid Packets	6/1/20002	10/23/2003	AU + 4 AU + 5 CU + 2
10. Bid	Bid Specification No. 92-20	6/27/1992	4/12/1993	AU + 4 AU + 5 CU + 2
11. RFP	RFP P-15-01 Workers' Comp Claim Administrator	3/16/2015	3/16/2015	AU + 4 AU + 5 CU + 2
12. Bid	Bid Packets	6/22/2000	8/24/2000	AU + 4 AU + 5 CU + 2
13. Bid	NPP Bid Project No. 41	4/15/1993	8/31/1993	AU + 4 AU + 5 CU + 2
14. Bid	Sealed Bid	11/2002	2/2003	AU + 4 AU + 5 CU + 2
15. Bid	Bid Packets	1/2005	3/2005	AU + 4 AU + 5 CU + 2

16. RFP	RFP Carson Circuit	12/13/1999	12/13/1999	AU + 4 AU + 5 CU + 2
17. Bid	Bid Packets	6/4/2009	9/2/2009	AU + 4 AU + 5 CU + 2
18. Bid	Bid No. 96-23	7/15/1996	12/23/1996	AU + 4 AU + 5 CU + 2
19. Bid	Bid Packets	1/8/2001	2/21/2001	AU + 4 AU + 5 CU + 2
20. Bid	Project No. 665	2/16/1994	8/18/1994	AU + 4 AU + 5 CU + 2
21. Bid	NPP Bid Project No. 82	12/5/1995	3/25/1996	AU + 4 AU + 5 CU + 2
22. Bid	Project No. 685	9/8/1993	2/9/1994	AU + 4 AU + 5 CU + 2
23. RFP	RFP No. 95-002	6/12/1995	7/3/1995	AU + 4 AU + 5 CU + 2
24. RFP	RFP/Bid Packets	9/23/2010	12/29/2010	AU + 4 AU + 5 CU + 2
25. Bid	Project No. 650	11/21/1990	8/15/1991	AU + 4 AU + 5 CU + 2
26. Bid	Carson Circuit 1994	1994	1994	AU + 4 AU + 5 CU + 2
27. RFB	RFB PS94-4	9/19/1994	10/31/1994	AU + 4 AU + 5 CU + 2
28. Bid	Bid Specification No. B06-08 (Furnish & Install Copiers)	6/7/2006	6/7/2006	AU + 4 AU + 5 CU + 2
29. Bid	Bid Packets	8/28/2001	12/6/2001	AU + 4 AU + 5 CU + 2
30. Bid	Project No. 661 and 680	3/1/1992	7/21/1992	AU + 4 AU + 5 CU + 2

Check one option for destruction:

☐ Shredding is Required (Records contain private information) OR

☒ Recycle (Records do NOT contain private information)

Tomisha Haywood
Employee Preparing Form

8/28/23
Date

DOCUMENTS HAVE BEEN REVIEWED AND APPROVED FOR DESTRUCTION

K. Bradshaw
City Clerk

8/28/23
Date

BASED ON THE DESCRIPTION OF THE DOCUMENTS LISTED IN THIS FORM, I CONCUR WITH THE CITY CLERK'S DECISION TO DESTROY THE DOCUMENTS LISTED HERE.



City Attorney

8/30/2023

Date

(Complete after destruction has been performed, if done by City Employees. If destruction is performed by a commercial vendor, have them provide you with a certificate.)

I HEREBY CERTIFY that the items listed above have been destroyed in accordance with City policies and procedures:

Employee Performing Destruction

Date