

**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
Legislative (Box 1)	Agenda Packet	7/15/03	8/19/03	CU + 2
Legislative (Box 2)	Agenda Packet	6/3/03	7/15/03	CU + 2
Legislative (Box 3)	Agenda Packet	1/7/03	2/18/03	CU + 2
Legislative (Box 4)	Agenda Packet, Certificate of Posting	10/7/04	4/28/05	CU + 2
Legislative (Box 5)	Agenda Packet	4/7/09	5/26/09	CU + 2
Legislative (Box 6)	Agenda Packet	6/2/08	6/30/09	CU + 2
Legislative (Box 7)	Agenda Packet, Certificate of Posting	11/20/03	4/17/04	CU + 2
Legislative (Box 8)	Agenda Packet	10/16/91	2/4/92	CU + 2
Legislative (Box 9)	Agenda Packet	4/16/91	6/18/91	CU + 2
Legislative (Box 10)	Agenda Packet	10/28/20	12/16/20	CU + 2
Legislative (Box 11)	Certificate of Posting	1/2000	12/2002	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

3/13/23
Date

DOCUMENTS HAVE BEEN REVIEWED AND APPROVED FOR DESTRUCTION

[Signature] Chief Deputy
City Clerk
For City Clerk

3/13/23
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.

[Signature]
City Attorney

3/14/2023
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:
