

"ATTACHMENT A"

**CITY OF CARSON
PUBLIC SAFETY
INVENTORY LIST FOR DESTRUCTION-SEPTEMBER 2019**

No. of Boxes	Location	Box#	Series ID No" or Dept/ Div.	Series Title	Content	DATE		Date Eligible for disposal	Medium	Retention	Citation
						From	To				
14	City Cage	NA	Public Safety/ Code Enforcement	Case Files	Building, housing, municipal code violations, including public nuisance, vehicle abatement, and citations from street address ranging from APN W	1998	2008	12/31/2010	Paper	CL+2	GC34090d
1	City Cage	NA	Public Safety/ Code Enforcement	Case Files	Building, housing, municipal code violations, including public nuisance, vehicle abatement, and citations from street address ranging from 189-A	2009	2010	12/31/2012	Paper	CL+2	GC34090d
1	City Cage	NA	Public Safety/ Code Enforcement	Case Files	Building, housing, municipal code violations, including public nuisance, vehicle abatement, and citations from street address ranging from B-E	2009	2010	12/31/2012	Paper	CL+2	GC34090d
1	City Cage	NA	Public Safety/ Code Enforcement	Case Files	Building, housing, municipal code violations, including public nuisance, vehicle abatement, and citations from street address ranging from F-M	2009	2010	12/31/2012	Paper	CL+2	GC34090d
1	City Cage	NA	Public Safety/ Code Enforcement	Case Files	Building, housing, municipal code violations, including public nuisance, vehicle abatement, and citations from street address ranging from N-W	2009	2010	12/31/2012	Paper	CL+2	GC34090d
1	City Cage	NA	Public Safety/ Code Enforcement	Case Files	CHP 180s-General	2009	2011	12/31/2013	Paper	CL+2	GC34090d
1	City Cage	NA	Public Safety/ Code Enforcement	Case Files	Voided Notices to Appears citations and Voided Administrative Citations	2009	2010	12/31/2013	Paper	CL+2	GC34090d

ATTACHMENT B

Records Destruction List

(The records listed here are eligible for destruction, and are not the subject of any claim, litigation, or other destruction hold)

1 of 2

Office of Record	Records Series	Detailed Description (if required)	Date Range (Start)	Date Range (End)	Retention	Authorization	Imaged	If Imaged, What System	Current Location	Date of Destruction (After Council Approval)
All documents listed herein are eligible for destruction on or before November 1, 2020.										
Comm. Services / Administration	(1) Special Projects; (2) Billing Records	(1) Special Projects; (2) Receipts	1/1990	12/1990	(1) CU + 2; (2) AU + 2	GC34090	N	n/a	Corp. Yard	
Comm. Services / Administration	Personnel Records (Copies)	Staff Files	1/1993	12/1999	CU+2	GC34090	N	n/a	Corp. Yard	
Comm. Services / Administration	Agendas	City Council Agendas	1/2001	12/2005	CU+2	GC34090 (d)	N	n/a	Corp. Yard	
Comm. Services / Administration	Agendas	Parks & Recreation Commission Agendas	1/2000	12/2005	CU+2	GC34090	N	n/a	Corp. Yard	
Comm. Services / Administration	(1) Agendas; (2) Correspondence/Originating Department; (3) Special Projects; (4) Invoices	(1) Parks & Recreation Commission; (2) Events' (3) Correspondence; (4) Bills	1/2000	12/2000	(1-3) CU+2; (4) AU+2	GC34090	N	n/a	Corp. Yard	
Comm. Services / Administration	Correspondence/Originating Department	Correspondence	1/2000	12/2005	CU+2	GC34090	N	n/a	Corp. Yard	
Comm. Services / Administration	Invoices	Bills	1/2001	12/2004	AU+2	GC34090	N	n/a	Corp. Yard	
Comm. Services / Administration	(1) Correspondence; (2) Employee Timesheets	(1) Correspondence; (2) Timesheets	1/2001	12/2005	CU+2	GC34090	N	n/a	Corp. Yard	
Comm. Services / Administration	(1) Agendas; (2) Invoices; (3) Surveys and Studies; (4) Special Projects	(1) Parks & Recreation Commission; (2) Bills; (3) Class & Comp; (4) CIP	1/2001	12/2007	CU+2; (2) AU+2	GC34090	N	n/a	Corp. Yard	
Comm. Services / Administration	(1) Correspondence; (2) Special Projects; (3) Reports - Accidents	(1) Memos; (2) Projects; (3) Incident Reports	1/2001	12/2007	(1-2) CU+2; (3) CL+2	GC34090	N	n/a	Corp. Yard	
Comm. Services / Administration	(1) Correspondence; (2) Special Projects; (3) Employee Timesheets	(1) Memos; (2) Projects; (3) Timesheets	1/2002	12/2007	CU+2	GC34090	N	n/a	Corp. Yard	
Comm. Services / Administration	(1) Budget(Copies); (2) Correspondence/Originating Department	(1) Budget; (2) Memos	1/2003	12/2003	(1) S; (2) CU+2	GC34090	N	n/a	Corp. Yard	
Comm. Services / Administration	Budget (Copies)	Budget	1/2003	12/2005	S	GC34090	N	n/a	Corp. Yard	
Comm. Services / Administration	Correspondence/Originating Department	Memos	1/2003	12/2005	CU+2	GC34090	N	n/a	Corp. Yard	

Records Destruction List

2 of 2

(The records listed here are eligible for destruction, and are not the subject of any claim, litigation, or other destruction hold)

Office of Record	Records Series	Detailed Description (if required)	Date Range (Start)	Date Range (End)	Retention	Authorization	Imaged	If Imaged, What System	Current Location	Date of Destruction (After Council Approval)
All documents listed herein are eligible for destruction on or before November 1, 2020.										
Comm. Services / Administration	Agenda Reports	Reports	1/2003	12/2005	CU+2	GC34090	N	n/a	Corp. Yard	
Comm. Services / Administration	Special Projects	Various Projects	1/2004	12/2006	CU+2	GC34090	N	n/a	Corp. Yard	
Comm. Services / Administration	Personnel Records (Copies)	Human Resources-related	1/2004	12/2009	CU+2	GC34090	N	n/a	Corp. Yard	

Records Destruction List

1 of 1

(The records listed here are eligible for destruction, and are not the subject of any claim, litigation, or other destruction hold)

Office of Record	Records Series	Detailed Description (if required)	Date Range (Start)	Date Range (End)	Retention	Authorization	Imaged	If Imaged, What System	Current Location	Date of Destruction (After Council Approval)
All documents listed herein are eligible for destruction on or before November 1, 2020.										
Comm. Services / Transit	(1) Correspondence, (2) Invoices; (3) Reports/Studies (Boxes 1-15)	(1) Printed Emails;(2) Financial Files (Invoice Copies); (3) Administration Files; (3) NTD files	1/1990	9/2018	(1) CU+2, (2) AU+2; (3) CL+2	GC34090	N	n/a	Corp Yard	
Comm. Services / Transit	(1) Invoices; (2-4) Reports; (5) Applications; (6) Billing Records (Boxes 16-45)	(1) ASC Invoices; (2) Transaction logs; (3) Workshop logs; (4) Photo ID logs; (5) DAR/ID applications; (6) DAR Receipts/Deposit copies	1/1990	9/2015	(1 & 6) AU+2; (2-5) CU+2	GC34090, 2 CFR 200.333	N	n/a	Corp Yard	
Comm. Services / Transit	(1) Billing Reports, (2) Invoices, (3) Special Projects (Boxes 46-56)	(1) Daytrip/Overnight Order forms; (2) Trip receipt/deposit copies; (3) Excursion files	1/1990	9/2015	(1 & 2) AU+2, (3) CU+2	GC34090, 2 CFR 200.333	N	n/a	Corp Yard	
Comm. Services / Transit	Special Projects (Boxes 57-60)	BREATHE guidelines copies; Participant points logs; Event schedules/surveys; information	1/1990	9/2015	CU+2	GC34090, 2 CFR 200.333	N	n/a	Corp Yard	
Comm. Services / Transit	(1) Maintenance/Operations; (2) Pre-trip Inspections (Boxes 61-63)	(1) PM Schedules; (2) Pre- trip Inspections	1/1990	9/2018	CU+2	GC34090; 13 CCR 1234(c)	N	n/a	Corp Yard	
Comm. Services / Transit	Licenses (Boxes 64-65)	DMV paperwork	1/1990	9/2015	CU+2	GC34090; 2 CFR 200.333	N	n/a	Corp Yard	
Comm. Services / Transit	(1) Licenses, (2) Applications, (3) Assignment/Daily Activity; (4) Maintenance/Operations; (5) Incident/Accident Reports; (6) Billing Reports (Boxes 66-70)	(1) Driver's Credentials; (2) Bus Driver Applications; (3) Driver's logs; (4) Bus Maintenance logs; (5) Incident/Accident Reports; (6) Fuel Receipts	Separation Date: 1/1990	Separation Date: 9/2015	(1, 3) CU+2, (2, 5) CL+2; (4) L+2; (6) AU+2	GC34090	N	n/a	Corp Yard	
Comm. Services / Transit	(1) Registers, (2) Schedules/Daily (Boxes 71-72)	(1) Bus Permit copies, (2) Bus Schedules	1/1990	9/2015	(1) AU+3, (2) CU+2	GC34090	N	n/a	Corp Yard	

Records Destruction List

1 of 1

(The records listed here are eligible for destruction, and are not the subject of any claim, litigation, or other destruction hold)

Office of Record	Records Series	Detailed Description (if required)	Date Range (Start)	Date Range (End)	Retention	Authorization	Imaged	If Imaged, What System	Current Location	Date of Destruction (After Council Approval)
All documents listed herein are eligible for destruction on or before November 1, 2020.										
Comm. Services/ Human Services	Correspondence (Boxes 1-9)		1/1995	9/2018	CU+2	GC34090	N	n/a	Corp. Yard	
Comm. Services/ Human Services	Special Projects (Boxes10-14)		1/1992	9/2018	CU+2	GC34090	N	n/a	Corp. Yard	
Comm. Services/ Human Services	Personnel Records (Copies) (Boxes 15-23)		1/1994	9/2018	CU+2	GC34090	N	n/a	Corp. Yard	
Comm. Services/ Human Services	Personel Records (copies) (Boxes 24-31)		1/2002	9/2018	CU+2	GC34090 7/GC 6250	N	n/a	Corp. Yard	
Comm. Services/ Human Services	(1) Billing Reports; (2) Budgets (Copies) (Boxes 32-37)		1/1994	9/2018	(1) AU+2, (2) S	GC34090 7/GC 6250	N	n/a	Corp. Yard	

Records Destruction List

1 of 1

(The records listed here are eligible for destruction, and are not the subject of any claim, litigation, or other destruction hold)

Office of Record	Records Series	Detailed Description (if required)	Date Range (Start)	Date Range (End)	Retention	Authorization	Imaged	If Imaged, What System	Current Location	Date of Destruction (After Council Approval)
All documents listed herein are eligible for destruction on or before November 1, 2020.										
Comm. Services / Parks & Rec	Correspondence		1/1975	9/2018	CU+2	GC34090	N	n/a	Corp. Yard	
Comm. Services / Parks & Rec	Reports	Billing Records	1/1975	9/2018	AU+2	GC34090	N	n/a	Corp. Yard	
Comm. Services / Parks & Rec	Inspections	Facility Inspection Reports	1/1975	9/2018	CU+2	GC34090	N	n/a	Corp. Yard	
Comm. Services / Parks & Rec	Personnel Records (Copies)		1/1975	9/2018	CU+2	GC34090	N	n/a	Corp. Yard	
Comm. Services / Parks & Rec	(1) Invoices; (2) Budget Operating (Copies)		1/1975	9/2018	(1) AU+2; (2) S	GC34090	N	n/a	Corp. Yard	
Comm. Services / Parks & Rec	Special Projects		1/1975	9/2018	CU+2	GC34090	N	n/a	Corp. Yard	
Comm. Services / Parks & Rec	Reports	Billing Records	1/1975	9/2018	AU+2	GC34090	N	n/a	Corp. Yard	