

**CITY OF CARSON  
REQUEST FOR PERMISSION TO PURGE DOCUMENTS**

The Finance 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
	See attachment.			
	Each business license file contains business license/permit applications, annual renewal notices, payment records, copies of license/permits issued, inspection reports and correspondence pertaining to the account. Each residential alarm file contains permit application, annual renewal notices, payment records, copies of permits issued and correspondence pertaining to the account. All business and residential alarm permit files have been canceled and inactive for at least eight years.			

Check one option for destruction:

☒ Shredding is Required (Records contain private information) OR

☐ Recycle (Records do NOT contain private information)

  
Employee Preparing Form


4-17-24  
Date

**DOCUMENTS HAVE BEEN REVIEWED AND APPROVED FOR DESTRUCTION**

  
Finance Director

4-17-24  
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

4/18/2024  
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