

**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	2/1/05	5/3/05	CU + 2
Legislative (Box 2)	Agenda Packet	1/8/02	4/17/02	CU + 2
Legislative (Box 4)	Agenda Packet	7/1/14	9/2/14	CU + 2
Legislative (Box 5)	Agenda Packet	9/16/14	12/10/14	CU + 2
Legislative (Box 6)	Agenda Packet, Certificate of Posting	6/18/13	8/6/13	CU + 2
Legislative (Box 7)	Agenda Packet	9/1/15	12/15/15	CU + 2
Legislative (Box 8)	Agenda Packet, Certificate of Posting	7/3/18	8/14/18	CU + 2
Legislative (Box 9)	Agenda Packet	4/12/19	5/21/19	CU + 2
Legislative (Box 10)	Agenda Packet	4/21/15	5/19/15	CU + 2
Legislative (Box 11)	Agenda Packet	3/4/15	4/7/15	CU + 2
Legislative (Box 12)	Agenda Packet	9/12/09	11/4/09	CU + 2
Legislative (Box 13)	Agenda Packet	6/15/10	7/20/10	CU + 2
Legislative (Box 14)	Agenda Packet, Certificate of Posting	11/5/13	12/17/13	CU + 2
Legislative (Box 15)	Agenda Packet	1/9/10	3/24/10	CU + 2
Legislative (Box 16)	Agenda Packet	5/15/06	6/7/06	CU + 2
Legislative (Box 17)	Agenda Packet	8/7/07	9/18/07	CU + 2
Legislative (Box 18)	Agenda Packet	4/30/08	6/5/08	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

2/27/23
Date

DOCUMENTS HAVE BEEN REVIEWED AND APPROVED FOR DESTRUCTION

K. Broadshaw
City Clerk

2/27/23
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.

Erin B. Davis
City Attorney

2/27/2023
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.)