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CITY OF CARSON RECORDS MANAGEMENT RECORDS DESTRUCTION AUTHORIZATION	Authorization Number
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PART 1 - REQUEST FOR DESTRUCTION OF ORIGINAL RECORDS

Date 6/25/2019	Department FINANCE	Division PURCHASING
Form No. N/A	Name or Title of Record PURCHASING DOCUMENTS FOR DESTRUCTION	
PERIOD COVERED From 1974 To 2013	ID/SERIAL NOS. Purchase Orders; Contract Purchase Orders; Term Purchase Orders; Grant Purchase Orders; Bids; RFPs and RFP Specifications; Payroll Copies; Miscellaneous Correspondence	BOX OR BATCH NUMBER(S) 170
		AGE FROM DEC. 31 OF YEAR OF ORIGATION 42 - 6

JUSTIFICATION FOR DESTRUCTION

<input type="checkbox"/> Duplicates	<input type="checkbox"/> No public service value	<input type="checkbox"/> No historical value
<input checked="" type="checkbox"/> Obsolete	<input type="checkbox"/> No legal value	<input type="checkbox"/> Other _____

MICROFILM STATUS

<input type="checkbox"/> Records have been microfilmed. Certificate No. _____
<input type="checkbox"/> Records require microfilming prior to destruction.
<input checked="" type="checkbox"/> Records to be destroyed without microfilming or reproduction.

APPROVED - DEPARTMENT DIRECTOR 	DATE 6.25.19
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Tarik Rahmani, Finance Director

PART 2 - RECORDS MANAGEMENT COMMITTEE

THE RECORDS DESCRIBED HEREINABOVE WERE REVIEWED BY THE COMMITTEE ON _____ Month _____ Day _____ Year		
<input checked="" type="checkbox"/> Destruction is approved. <input type="checkbox"/> Destruction is not approved. <input type="checkbox"/> City Attorney / City Council approval required. <input type="checkbox"/> Other	METHOD OF DESTRUCTION: Professional On-Site Shredding Service	
	CERTIFICATE NO.	DATE

REMARKS

CHAIRMAN - RECORDS MANAGEMENT COMMITTEE 	DATE 7/30/19
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PART 3 - CITY MANAGER DESTRUCTION OF THE RECORDS CITED HEREIN IS APPROVED. 		CITY ATTORNEY APPROVAL Destruction of records cited herein is consistent with applicable state law. 	
CITY MANAGER SIGNATURE	DATE 7/30/19	CITY ATTORNEY SIGNATURE	DATE 6/25/2019

LTF for City Attorney