



CITY OF CARSON
RECORDS MANAGEMENT
RECORDS DESTRUCTION AUTHORIZATION

PART 1 - REQUEST FOR DESTRUCTION OF ORIGINAL RECORDS

Date: 08/26/2010	Work Group/Department: Administrative Services	Division: Revenue
Form No.: 10	Name or Title of Record: Business License	
Period Covered: From 03/01/1966 To 12/31/2004		Age from Dec. 31 of Year of origination
I.D./Serial Numbers: 00174A - 93372A	Box/Batch Numbers: 1 - 17	Years: 43 Months: 9
JUSTIFICATION FOR DESTRUCTION: <input type="checkbox"/> Duplicates <input checked="" type="checkbox"/> No public service value <input checked="" type="checkbox"/> No historical value <input checked="" type="checkbox"/> Obsolete <input checked="" type="checkbox"/> No legal value <input type="checkbox"/>		
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 <i>Trini H. Callagan</i>		DATE 8/26/10

PART 2 - RECORDS MANAGEMENT COMMITTEE

The records described herein were reviewed by the committee on Date: 09/01/2010

<input checked="" type="checkbox"/> Destruction is approved. <input type="checkbox"/> Destruction is not approved. <input checked="" type="checkbox"/> City Attorney approval required <input checked="" type="checkbox"/> City Council approval required	METHOD OF DESTRUCTION: Shredding	
	CERTIFICATE NO.:	DATE COMPLETED:
REMARKS:		
CHAIRMAN - RECORDS MANAGEMENT COMMITTEE <i>Jacqui Arch</i>		DATE 9-7-10

PART 3 - CITY MANAGER APPROVAL CITY ATTORNEY APPROVAL

DESTRUCTION OF THE RECORDS CITED HEREIN IS APPROVED:

<i>[Signature]</i>	9/8/10	<i>[Signature]</i>	9/8/10
CITY MANAGER	DATE	CITY ATTORNEY	DATE

