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## PERSONNEL FRONT DESK (PSL-P41)

Sacramento City Unified School District

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**1.0 SCOPE:** This process is for the recruitment and selection of personnel for the Sacramento City Unified School District.

**2.0 RESPONSIBILITY:**

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### 6.0 ASSOCIATED DOCUMENTS:

6.1 Paperwork (many forms that an employee may need to fill out and are defined within each working instruction).

### 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Paperwork	Assigned HRS suspend file(s)	Personnel File	Discard as Desired	Access Limited to HRS

### 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/03/04	A	Initial Release
10/08/07	B	Approval Authority department name change

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