
RECORDS STORAGE ROOM (WHS-P013)
Sacramento City Unified School District

1.0 SCOPE:

1.1 This procedure discusses the process that is used by the warehouse to manage the Central Administration Records for storage.

2.0 RESPONSIBILITY:

2.1 Warehouse Supervisor

2.2 Warehouse Worker

3.0 APPROVAL AUTHORITY:

3.1 Director of Purchasing

Signature

Date

4.0 DEFINITIONS:

4.1 None
will obtain authorization through e-mail

Department to destroy.

5.4 Arrange shredding, if applicable.

5.5 Maintain shredder documentation when records are destroyed.

6.0 ASSOCIATED DOCUMENTS:

6.1 Destroy records

7.0 RECORD RETENTION TABLE:

| <u>Identification</u> | <u>Storage</u> | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|-----------------------|----------------|------------------|--------------------|----------------------|
| Destroy Records | File Cabinet | Permanent | None | Secured Warehouse |

8.0 REVISIONS:

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u> |
|--------------|-------------|---------------------------------------|
| 1213/04 | A | Initial release |
| 06/06/06 | B | Revise records retention table |
| 03/15/08 | C | Corrected revision history and footer |

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End of procedure