
SIGN-IN SHEET (PSL-P001)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure discusses the process that is used to prepare a Sign-In Sheet.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Human Resource Services Staff

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Human Resource Services

Signature

Date

4.0 DEFINITIONS:

- 4.1 SCUSD—Sacramento City Unified School District.
- 4.2 HRS—Human Resource Services.

5.0 PROCEDURE:

- 5.1 The Sign-In Sheet is printed by the district employee at an assigned department or school site.
- 5.2 Department or school site uses the form to document the meeting.
- 5.3 The form remains at the department or school site for their records.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Sign-In Sheet (PSL-F001)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Sign-In Sheet	At the Work Site and/or Department	As need basis	Discard as Desired	Access to the district and HRS

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
01/20/05	A	Revised
10/08/07	B	Approval Authority department name change

* * * E n d o f p r o c e d u r e * * *