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**INTRA-DISTRICT MAIL (WHS-P007)**  
Sacramento City Unified School District

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**8.0 REVISIONS:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/13/04	A	Initial release
06/06/06	B	Revise records retention table

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