
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

5.0 PROCEDURE:

5.1 Receive and store records from all departments within the district.

5.2 Identify records to be destroyed by retention dates.

5.3 Before destroying, the district warehouse will obtain authorization through e-mail from designated 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