

CLASS-3 DISPOSABLE



SUBJECT OF RECORDS

SCHOOL YEAR OF
CREATION / RECEIPT

DESTROY AFTER

TRANSFERRING LOCATION
AND OFFICE

TRANSFERRING CUSTODIAN

Name (Print/Type)

BRETT BELL

Signature

Date:

TRANSFERRING OFFICE
REFERENCE NUMBER

RECORDS STORAGE CONTAINER REF. #

CLASS-3 DISPOSABLE



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<h1 style="margin: 0;">SENSITIVE INFORMATION</h1> 
<p>The contents of this container includes recorded information about identifiable students, personnel or internal District operations.</p> <p>To protect the privacy of this information, the container should not leave the custody of District employees unless secured under lock and key.</p> <p>The container must be safeguarded until its contents are destroyed by designated employees.</p>
<p>TRANSFERRING LOCATION AND OFFICE</p>
<p>TRANSFERRING CUSTODIAN Name (Print /Type) Brett Bell</p> <p>Signature _____ Date _____</p>
<p>The contents of this container are not classified as "Records" under the provision of California Administrative Code, Title 5 and may be destroyed without further documentation.</p>

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CLASS-1 PERMANENT



SUBJECT OF RECORDS

**SCHOOL YEAR OF
CREATION / RECEIPT**

**TRANSFERRING LOCATION
AND OFFICE**

TRANSFERRING CUSTODIAN

Name (Print/Type)

BRETT BELL

Signature

Date:

**TRANSFERRING OFFICE
REFERENCE NUMBER**

RECORDS STORAGE CONTAINER REF. #

For Central Distribution Center Records Storage Use Only

SDCCD Business Services Form AP 6550.2c

CLASS-1 PERMANENT



SUBJECT OF RECORDS

**SCHOOL YEAR OF
CREATION / RECEIPT**

**TRANSFERRING LOCATION
AND OFFICE**

TRANSFERRING CUSTODIAN

Name (Print / Type)

Signature _____

Date _____

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RECORDS STORAGE CONTAINER REF. #

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