RECORDS STORAGE LABEL



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. #

For Central Distribution Center Records Storage Use Only

SDCCD Business Services Form AP 6550.2b

RECORDS STORAGE LABEL

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. #

For Central Distribution Center Records Storage Use Only

SDCCD Business Services Form AP 6550.2b

RECORDS TRANSFER LABEL

SENSITIVE () INFORMATION

The contents of this container includes recorded information about identifiable students, personnel or internal District operations.

To protect the privacy of this information, the container should not leave the custody of District employees unless secured under lock and key.

The container must be safeguarded until its contents are destroyed by designated employees.

TRANSFERRING LOCATION AND OFFICE

TRANSFERRING CUSTODIAN

Name (Print	/Type)	Brett Bell
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Signature

Date

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.

SDCCD Business Services Form AP 6550.2a

RECORDS TRANSFER LABEL

SENSITIVE ON INFORMATION

The contents of this container includes recorded information about identifiable students, personnel or internal District operations.

To protect the privacy of this information, the container should not leave the custody of District employees unless secured under lock and key.

The container must be safeguarded until its contents are destroyed by designated employees.

TRANSFERRING LOCATION AND OFFICE

TRANSFERRING CUSTODIA	N
Name (Print/Type) Brett Bell	

Signature

Date

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.

SDCCD Business Services Form AP 6550.2a

RECORDS STORAGE LABEL



SCHOOL YEAR OF CREATION / RECEIPT

TRANSFERRING LOCATION AND OFFICE

TRANSFERRING CUSTODIAN

Name (Print/Type) BRETT BELL Signature

Date:

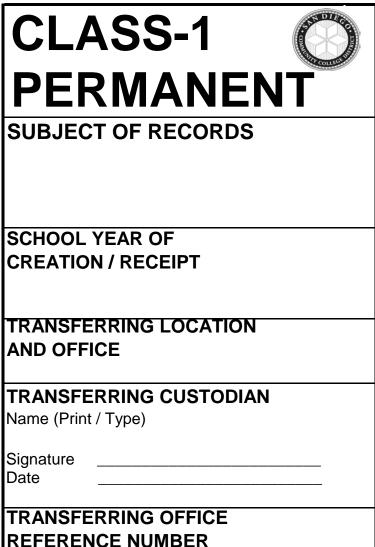
TRANSFERRING OFFICE REFERENCE NUMBER

RECORDS STORAGE CONTAINER REF. #

For Central Distribution Center Records Storage Use Only

SDCCD Business Services Form AP 6550.2c

RECORDS STORAGE LABEL



RECORDS STORAGE CONTAINER REF.

For Central Distribution Center Records Storage Use Only

SDCCD Business Services Form AP 6550.2c