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**RECORDS STORAGE ROOM (WHS-P013)**  
Sacramento City Unified School District

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**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  
will obtain authorization through e-mail

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\*\*\*