

Sequoia Union High School District Records & Property List



Name _____
Department _____
Extension _____

NOTE: SHADED AREAS DENOTES MANDATORY FIELDS, AND MUST BE COMPLETE BEFORE THE RECORDS CAN BE PICKED UP BY THE WAREHOUSE

<u>Box No.</u>	<u>Detailed Description</u>	<u>Fiscal Year(s)</u>		<u>Record Class</u> (See Key Below)	<u>Discard Date</u> MM/DD/YY	<u>W/H Location</u> (W/H use only)	<u>Notes</u>
		<u>From</u>	<u>Thru</u>				
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CLASS 1 - LEGALLY REQUIRED, PERMANENT	CLASS 2 - DISTRICT-OPTION, (EXTENDED RETENTION OR PERMANENT)
CLASS 3 - DISPOSABLE, DESTRUCTION PROCEDURES REQUIRED	CLASS 4 - NOT AN ACTUAL RECORD