

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:

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.

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