## RECORDS STORAGE LABEL

## CLASS-1 PERMANENT

SUBJECT OF RECORDS

## SCHOOL YEAR OF CREATION / RECEIPT

TRANSFERRING LOCATION AND OFFICE

TRANSFERRING CUSTODIAN

Name:

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

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