SUBPOENA (PAY-W114)

Sacramento City Unified School District

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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Subpoena, Employee Pay History Reports, Employee Forms W2s	File cabinet in office.	One year.	Discard as desired.	Access with approval of Payroll Services Department.

8.0 REVISION HISTORY:

<u>Date:</u> <u>Rev.</u> <u>Description of Revision:</u> 3/6/07 A Initial Release

End of procedure