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**PERSONNEL FRONT DESK (PSL-P41)**  
Sacramento City Unified School District

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**1.0 SCOPE:**

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## PERSONNEL FRONT DESK (PSL-P41)

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### 6.0 ASSOCIATED DOCUMENTS:

6.1 Paperwork (many forms that an employee may need to fill out and are defined within each working instruction).

### 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Paperwork	Assigned HRS suspend file(s)	Personnel File	Discard as Desired	Access Limited to HRS

### 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/03/04	A	Initial Release
10/08/07	B	Approval Authority department name change

\* \* \* E n d o f p r o c e d u r e \* \* \*