

El Monte Union High School District
Temporary Records Housing & Shredding Form
 (PLEASE MARK X OR ENTER YEAR WHERE IT APPLIES)

SITE		DATE	
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DEPARTMENT	CONTENTS & NOTES	SHRED ASAP	TEMP HOUSE	PERM HOUSE	BOX QUANTITY
		X	YEAR	X	
		X	YEAR	X	
		X	YEAR	X	
		X	YEAR	X	
		X	YEAR	X	
		X	YEAR	X	
		X	YEAR	X	
		X	YEAR	X	
		X	YEAR	X	
		X	YEAR	X	
		X	YEAR	X	
		X	YEAR	X	
		X	YEAR	X	
		X	YEAR	X	
		X	YEAR	X	
		X	YEAR	X	
		X	YEAR	X	
		X	YEAR	X	
		X	YEAR	X	
		X	YEAR	X	
		X	YEAR	X	

DEPARTMENT HEAD APPROVAL (Or Principal's Secretary)	PRINT	SIGN
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