
CUSTOMER SAFEKEEPING OF PERSONAL PROPERTY
PROCEDURE (ACC-P011)
Milford Public School District

6.0 ASSOCIATED DOCUMENTS:

6.1 Safekeeping Log (varies by school/department)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Safekeeping Log	Schools and Individual Departments	One year, unless longer retention is required by Federal or State regulation	Shred	Locked file cabinet, safe or locked office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision #:</u>	<u>Description of Revision:</u>
08/01/2005	A	Initial Release

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