



Canutillo Independent School District

WAREHOUSE DEPARTMENT

LOAN OF STORED DISTRICT DOCUMENTS

I hereby request the loan of the below listed records. I accept responsibility for these records and certify that they will not be used in any way that is contrary to CISD School Board Policy. I will keep these records in order and return them within three business days from the time they are checked out. I will notify warehouse department for needed time extension.

Department/Campus _____

Department Head Name and Title _____

Signature _____ Date _____

| RECORD NUMBER | RECORDS SERIES DESCRIPTION | DESTRUCTION SCHEDULE |
|---------------|----------------------------|----------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| | |
|---|--|
| <input type="checkbox"/> The loan of the records listed above are approved. <input type="checkbox"/> The loan of the records listed above is approved subject to the condition in the attached letter. <input type="checkbox"/> The loan of the records listed above is NOT APPROVED for reasons stated in the attached letter. | Signature _____ Title Executive Director of Human Resources Date _____ |
| WAREHOUSE DEPARTMENT USE ONLY | |
| The records listed above have been returned and placed back into storage. | Signature _____ Title Warehouse Supervisor Date _____ |