
State Mandated Testing – Processing Completed Test Materials
(ARE-W006)
Sacramento City Unified School District

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5.0 PROCEDURE:

- 5.1 Coordinator III or Accountability Coordinator requests the Warehouse File from the Application Specialist

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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Mandated Assessment Test Materials Check-In List Form (ARE-F00X)	ARE files	15 months	Discard as desired.	Access limited to ARE staff.
Proof of Pick Up or Delivery Form (ARE-F00X)	ARE files	15 months	Discard as desired.	Access limited to ARE staff.

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
05/03/07	A	Initial release.

End of work instruction