



# Records Destruction Notice

South Whidbey School District  
 Records Management  
 5520 Maxwellton Rd  
 Langley, WA 98260  
 kmacarro@sw.wednet.edu

DEPARTMENT/OFFICE NAME:		RECORDS COORDINATOR/CUSTODIAN:			
Date of Destruction	RECORD SERIES AND DESCRIPTION	RECORDS DATES	APPROVED RETENTION	DISPOSITION AUTHORITY NUMBER (DAN)	* Method of Destruction
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**NOTE:**

- The above listed Public Records, in the custody of SWSD Records Management are eligible for destruction as approved by the Washington State Records Committee, in accord with provisions of RCW 40.14
- Please advise if there is any cause for retention of any eligible record listed beyond the scheduled period. **Please review, sign, date, and return this form to the District Office - Records Management,** Attn: Superintendents Executive Assistant

SIGNATURE OF RECORDS COORDINATOR OR CUSTODIAN:	DATE:
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