
REQUISITION

REQUISITIONS FOR PER DIEM PERSONNEL/CERTIFICATED
STIPENDS (PSL-WO14)
Sacramento City Unified School District

6.3.1 SCTA – Sacramento City Teachers Association (certificated)

6.4 Salary schedules (Available on the SCUSD Internet and Intranet).

7.0 ASSOCIATED SOFTWARE:

7.1 ESCAPE

8.0 RECORD RETENTION TABLE:

| <u>Identification</u> | <u>Storage</u> | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|--|------------------------|------------------|-----------------------|--------------------------|
| Requisition for Per Diem Personnel | File Cabinet in HRS | 3 Years | Discard as desired | Access limited to HRS |

9.0 REVISION HISTORY