

Elementary & Secondary Office Organization Record Retention - Staff Emergency Cards

- Staff Emergency Cards – one active (completed annually) and one optional inactive file in alphabetical order .
- The inactive emergency cards are kept for a period of time at the discretion of the principal. We are not required to keep the inactive emergency cards for staff.

Name	Last	First	Middle	Employee Number
Address	Number	Street	City	Zip
Home Telephone				
Position/Classification				Status
Division, Branch, Section, School				Date Started This Location
Working Location				Extention
Person to be notified in emergency				Relationship
Address	Number	Street	City	Zip
Telephone Number				
In emergency do you wish your religious advisor called? YES <input type="checkbox"/> NO <input type="checkbox"/> Name:				Telephone Number
Physician name (for emergency use)				Telephone Number
Health Plan and/or representative (for emergency use)				Telephone Number
LOS ANGELES UNIFIED SCHOOL DISTRICT EMPLOYEE PERSONNEL RECORD (Over)				FORM 34-AEH-16 STK. NO. 9661214221 REV. 1/94
Date Prepared				

Sample of Staff Emergency Card – Front Side

Name	Last	First	Middle	Employee Number
Address	Number	Street	City	Zip
				Home Telephone
Position/Classification				Status
Division, Branch, Section, School				Date Started This Location
Working Location				Extention
Person to be notified in emergency				Relationship
Address	Number	Street	City	Zip
				Telephone Number
In emergency do you wish your religious advisor called?				Telephone Number
YES <input type="checkbox"/> NO <input type="checkbox"/> Name:				
Physician name (for emergency use)				Telephone Number
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