DISTRIBUTON LOG FOR FINGERPRINT/BACKGROUND INFORMATION -- CONFIDENTIAL

All information shared should be stamped "copy" along with a record of to whom the information was sent/given. Information is valid only for ONE YEAR AFTER DATE OF CLEARANCE.

Please print information:

DATE	NAME/ADDRESS OF INDIVIDUAL FINGERPRINT/BACKGROUND	CLEAR OR VIOLATIONS	WHERE/WHO RECEIVED INFORMATION	PERSON PROVIDING INFO - SIGNATURE

FINGERPRINT RESULTS/BACKGROUND CHECKS SHOULD BE SHREDDED ANNUALLY; HOWEVER, THE DISTRIBUTION LOG SHOULD BE KEPT IN ACCORDANCE WITH RECORD RETENTION OF SCHOOL DISTRICT/UNIVERSITY.