

Henderson County Schools

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To: Lisa Baird, Kirk Haynes, Wesley Smith, Michael Waller and Tracey Williams

From: Marganna Stanley

Date: February 19, 2019

Re: Approve Lock Box Designee

For retention of records purposes, we need to assign designees to have access to the lock box that contains the off-site copy of student transcript tapes. I am requesting approval to name Brian Bailey and Kasey Farmer as the designees to have access to the lock box.