Palo Verde College
Financial Aid Department
One College Drive
Blythe, California 92225
760-921-5553
www.paloverde.edu

Memo

To: Superintendent/President

From: Diana Méndez

Date: October 9, 2014

Re: Destruction of Records

Here is the list of items I am requesting to have destroyed. The items will be destroyed here on campus and will be done under my supervision.

1. Board of Governor Fee Waivers
    a. for the year 2004-2005
    b. for the year 2009-2010
2. Floppy Disks containing information of FISAP Reports, Handbooks, Scholarships, etc.
3. Scholarships applications from 2009 back to 2005