

I _____ acknowledge the receipt of a CD-ROM containing plans for the _____ School District / Facility. I understand that the information contained on the CD- ROM is sensitive material and reasonable precautions should be taken to safeguard the information on it. I certify that previous version CD-ROM's dated _____ or earlier will be destroyed or returned.

I further understand that additional copies of this CD-ROM may be made by my agency with the understanding that their locations will be tracked and recorded. Outdated CD's will be destroyed when updated.

Name and Signature of receiving party

Receiving Party Agency

Name and Signature of distributing party

Distributing Party Agency

CD-ROM date

Date of receipt