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DISCLAIMER: I understand that documents placed in Safebox folders are not backed up and will be deleted 7 days from the date they are placed. Furthermore, I understand that if my document should be accessed by only a specific individual rather than by anyone with access to the department's Safebox folder, I must encrypt my document with a password and transmit the password to the intended recipient(s) separately.

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

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