

Dartmouth College Records Management: Sending material for shredding.

Many College departments produce confidential material that can be disposed without storage at Records Management. Often these documents are transitory in nature, and are not considered records. Nevertheless, the material still needs confidential destruction.

FOM has responsibility to pick up material for shredding. The material is then delivered to Records Management, who has a contract with an off-site vendor to provide secure destruction. **Please note that FOM picks up ONLY the material to be shredded. Records for storage are picked up by Records Management.** Separating these two duties helps to eliminate any chance of shredding material intended for storage, or vice versa. **Note also that DHMC provides their own shredding service for offices in the hospital complex. Offices at the hospital should use this service, rather than FOM. Contact the hospital facilities office for more information.**

Below are the procedures to follow when sending material to be shredded:

- **Send only confidential material.** All material sent for shredding must be confidential in nature. Other material may be recycled in regular paper recycling bins. Please do not include any other “trash” in this material. Remember, shredding is a costly service that is being provided free of charge. Please don’t abuse the service by including trash or non-confidential material. If you have questions about what constitutes confidential material, contact Records Management.
- **Box and seal all material.** Plastic bags are not acceptable. Ideally you should *not* use new Records Management boxes, but rather use scrap boxes (such as copy paper boxes) or used Records Management boxes for the material. Do not use oversized boxes that would be difficult or dangerous to lift when full. Do not overpack. Use lids, and seal with packing tape. Send only full boxes. **FOM will refuse to pick up any boxes that have not been sealed properly.**
- **Label all boxes.** Use a dark marker, and write the word “SHRED” clearly on each box in several visible locations. This step is very important, as it ensures that no material will be picked up for shredding that is intended for storage. **FOM will refuse to pick up any boxes that have not been clearly labeled with the word “SHRED.”**
- **Blitz “Work Control.”** Send a message to the “Work Control” Blitz box, indicating where you are located and how many boxes of material need to have picked up. **You must Blitz at least five working days prior to one of the pickup dates in order to be included on that day’s schedule.** The FOM staff will pick up the material and transport it for secure destruction.

SHRED PICKUP SCHEDULE:

Shred will be picked up on the first Wednesday of each EVEN NUMBERED month.

Note that there is no cost associated with this service. FOM charges for the pickup of the material will be covered from within the Records Management budget.

IMPORTANT NOTE: *These procedures apply only to material that is being sent for secure destruction, and is not an active record of the College. Any material that should be stored by Records Management is to be handled separately. For pickup of regular record material, Blitz “Records Management.”*

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