Shred Pickup

Boxes of confidential materials for shredding will be picked up on the first Wednesday of every month. (There is never a pick-up scheduled for June.) There is no cost associated with this service. College Records Management pays for all the FO&M charges for this important service.

Sending confidential documents and materials to RM for secure shredding

The main goal of the Dartmouth Confidential Documents and Materials Shred Program is to make it as easy as possible for Departments to securely and regularly dispose of confidential materials that do not need to be retained. Many College Departments regularly produce confidential material that can be disposed without needing storage by Records Management. Often these materials are transitory in nature, and are not considered records. Nevertheless, these materials still need to be securely shredded due to the confidential information they contain. These materials can be paper, or they may be CDs / DVDs or small hard drives.

Records Management owns the College Shred Program, but works with Facilities Operations and Management (FO&M) to pick up material for shredding. Please note that FO&M picks up ONLY the materials to be shredded. Boxed records that need to be sent to the Records Management Center (RMC) for storage are picked up by Records Management. Separating the storage and shred pick-ups helps to eliminate any chance of records getting mixed up as shred when they need to be stored, or vice versa.

Note also that DHMC provides their own shredding service for offices in the hospital complex. DHMC Offices should use the DHMC service, rather than this Shred service. Please contact the DHMC 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. (Non-confidential paper material may be recycled in regular paper recycling bins located across campus.) Please do not include “trash” in this shred material. Remember, shredding is a costly service that is being provided free of charge. If you have questions about what constitutes confidential material, please contact Records Management.

Examples of what to send to be shredded (Business-Related):

- Duplicates or non-record copies, drafts, transitory lists, college-related transitory correspondence / emails / letters, hand written notes from meetings, etc.

Examples of what NOT to send to be shredded (Personal / Non-Business):
- Business / greeting cards, public documents, newspapers, personal correspondence / emails / letters, personal notes, personal photos / pictures/images, etc.

**Box and Seal All Material:**

Records Management boxes are the best to use, but empty copy paper boxes may be used. Plastic bags are not acceptable. Do not use oversized boxes that would be difficult or dangerous to lift when full. Do not over pack boxes. Use lids that fit, and securely seal the boxes closed with packing tape. FO&M will refuse to pick up any boxes that have not been sealed properly.

**Label All Boxes:**

Use a dark permanent marker, and write the word “SHRED” clearly on each box in several visible locations. This step is very important, as it further ensures that no material will be picked up for shredding that is intended for storage. FO&M will refuse to pick up any boxes that have not been clearly labeled with the word “SHRED”. Do NOT label the boxes as “Confidential”.

**Lock Up / Secure Boxes:**

All boxes for shred pickups must be kept in a locked location until the day of the pickup. On the first Wednesday of the month, your boxes should continue to be locked, or they may be held securely in a Department office / lobby that is not open to the public, and where the sealed boxes are always visible by the person responsible for them. They need to remain secured until the time that they are physically handed over to FO&M staff for pickup. They are never to remain unsecured in a public location.

**Contact the Work Control Office:**

Send an email message to the Work Control Office, indicating where you are located, and how many boxes of material need to have picked up. You must email at least three working days prior to one of the pickup dates in order to be included on that day’s schedule. The FO&M staff will pick up the material and transport it to the RMC for secure destruction. Contact information:

603-646-2508, Work.Control.Office@Dartmouth.edu

**Note:** Up to 50 boxes of materials may be sent from a Department each month. If your needs exceed this limit, please contact Records Management directly.

**IMPORTANT NOTE:** These procedures apply only to materials that are NOT active records of the College. Any boxed records that should be stored at the RMC by Records Management must be handled separately. For pickup of boxed records, contact Records Management. Last Update: May 24, 2017.