

## Confidential Monthly Shred

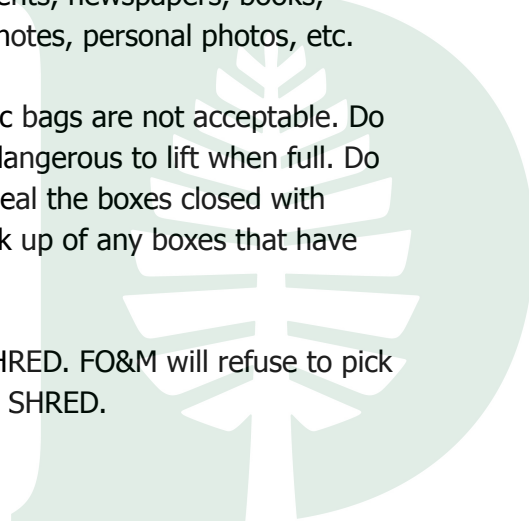
The goal of the Confidential Monthly Shred Program is to make it as easy as possible for departments to securely and regularly dispose of confidential materials that are not considered official college records.

Boxes of confidential, non-record 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 service.

Records Management owns the 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.

### Procedures for Sending Material to be Shredded

- **Send Only Confidential, Unofficial Record 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 administrative copies, drafts, college-related transitory correspondence/hand-written notes from meetings, etc.
    - Examples of what NOT to send to be shredded (Personal/Non-Business):
      - Trash, greeting cards, public documents, newspapers, books, personal correspondence, personal notes, personal photos, etc.
- **Box and Seal All Material**
  - Empty copy paper boxes are the best to use. Plastic bags are not acceptable. Do not use oversized boxes that would be difficult or dangerous to lift when full. Do not overpack boxes. Use lids that fit and securely seal the boxes closed with packing tape. FO&M has the right to refuse the pick up of any boxes that have not been sealed properly or that are oversized.
- **Label All Boxes**
  - Use a dark permanent marker to write the word SHRED. FO&M will refuse to pick up any boxes that have not been clearly labeled as SHRED.



- **Lock Up / Secure Boxes**
  - All boxes 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 to the Work Control Office, indicating where you are located and how many boxes of material need to be 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](mailto:Work.Control.Office@Dartmouth.edu)
  - Note: Up to 50 boxes of materials may be sent from a department or office each month. If your needs exceed this limit, please contact Records Management directly.

**IMPORTANT NOTE:** These procedures apply only to materials that are NOT official 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.

