



Rev: August 31, 2020

To: Distribution

Subj: **Campus Document Shredding Services**

1. Background:

It is the responsibility of all University employees to:

- a. Ensure the security and confidentiality of student, alumni, donor and employee records and information.
- b. Protect against anticipated threats to the security and/or integrity of such student, alumni, donor and employee records and information.
- c. Guard against unauthorized access to or use of such records or information that could result in substantial harm or inconvenience to any student, alumni, donor or employee.

The reasons for shredding documents are:

- a. To ensure that personal information relating to students, alumni, donor and employees including social security numbers, credit card numbers, addresses, phone numbers, e-mail addresses, and date of birth is safeguarded and not accessed by unauthorized individuals and
- b. To encourage the efficient recycling of all printed materials.

2. Service:

BU has implemented a campus wide shredding program with a vendor called *Tri-State Shredding*. *Tri-State Shredding* is NAID certified, bonded and insured and provides a secure chain-of-custody. The vendor provides locked and secure shredding bins. The bins/totes are 65 gallons or approximately 250 pounds with a high security lid. Each bin holds approximately six (6) file boxes. They can provide a Certificate of Destruction after each service. Staples, rubber bands, folders, paper clips, etc. do not need to be removed before shredding occurs.



They also offer consoles that have a 95 gallon capacity.



3. Shredding Bin Procedure:

- a. Bins/totes are obtained by request through the Procurement/Receiving office (Dang Labelle slabel@bloomu.edu at X4048 or contact Jamie Cotner jcotner@bloomu.edu X3415) and maintained in individual work areas.
- b. Once the bin is full, complete a maintenance work order (MWO) to have them picked up by the Facilities moving staff. If you require a new bin please indicate that on the MWO.
- c. The vendor will pick-up full bins approximately every four (4 weeks).

d. If there is an instance of a bulk, large quantity of documents to be shredded, a truck can be ordered to shred on campus. Contact the Procurement Department for pricing and logistics of such service.

4. Costs:

- a. The charge for the 65 gallon totes (65 gallon dimensions: 42.5"H x 24.5"W x 27.5"D) \$150.00
- b. The charge for the 95 gallon totes (95 gallon dimensions: 44.5"H x 25"W x 35.25"D) \$250.00
- c. The cost for the bin(s) are charged back to the respective department fund center every month.

5. Department Shredding Bin Requirements:

<u>Department</u>	<u>FC</u>	<u># of bins</u>
Financial Aid	1011030900	1
Bursar	1011030203	1
Administration	1011030203	1
Wilson House		1
History	1011020520	1
Psychology	1011020530	2
SSC 2 nd floor (multiple depts use this bin)		1

6. Related Procedures:

PRP – Records Management Policy for Historic Records
https://intranet.bloomu.edu/policies_procedures/2200