



MASS DOCUMENT SHREDDING

The following procedures must be followed:

- 1) All documents must be packed in the following standard box: **(about exceptions, see note below)**

EasyFold Storage Boxes, #690748; \$137.91 per 12 ct.; available at Staples Summus.
- 2) All boxes must be **full** for maximum cost effectiveness and safety in stacking boxes for shipping. It is acceptable if documents include paper clips, binder clips, etc.
- 3) All boxes must be **labeled** on both small ends with the **Records Retention Form**.
- 4) Each college/department/activity will complete the **Record Destruction Form** and submit two copies to the Office of the Registrar no later than two weeks prior to the scheduled destruction date set by the Office of Sustainability.
- 5) The college/department/activity will ensure the agency item number is listed on the Record Destruction Form (left column). This number is found in the left column of the Records Retention Schedule. No abbreviations are to be used in completing the form. The form must be filled out completely or it will not be processed.
- 6) The Dean or Director/Head of the college/department/activity must sign and date the form.
- 7) The college/department/activity will arrange to have the documents transported to Central Receiving by submitting a work order (please refer to <http://www.tamuk.edu/ppo/>) or call the Physical Plant at 361-593-3312. **NOTE: If discrepancies are found, it will be the responsibility of the department to recover the documents if they have already been sent to storage.**
- 8) The Office of the Registrar will review the form for accuracy of the retention period associated with the document requesting to be destroyed and contact the college/department/activity if a discrepancy is determined.
- 9) If no discrepancies are determined, the form will be given to the individual that will witness the destruction of the documents.

Note: The college/department/activity will receive a copy of the form after the documents are destroyed with the date of records destruction and destruction method completed.

As per executive mandate, standard boxes only (see specifications above) will be accepted for shredding events, beginning Spring, 2013.

For additional information regarding record destruction, please contact the Office of the Registrar at 361-593-2811. For information regarding scheduled date for mass destruction or storage, please contact Laura Prange, Office for Campus Sustainability, 361-593-4220.