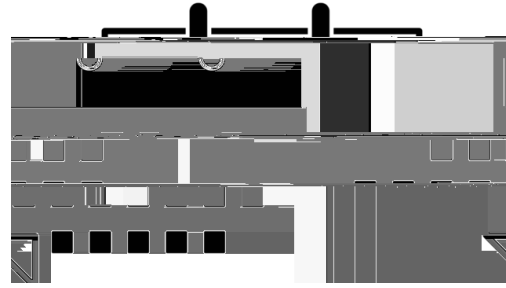


# Upcoming Iron Mountain Shredding Dates

September- no service (University closed for Labor Day)

December- no service (University closed for winter break)



The custodian of documents must abide by records retention policy. Documents containing personal and sensitive information may be shredded at the end of their retention requirement. Examples include but are not limited to: employee and student records, clinical records, legal records, documents containing trade secrets of the University, and tests and exams.

Documents outside of the records retention policy that do not contain personal or sensitive information may be disposed in the trash or in bulk via single-stream recycling. There is a single-stream recycling dumpster located outside of Shipping and Receiving at the SE corner of Building 540.

95 Gal	48"H x 31"D	340lb capacity
65 Gal	43"H x 30"D	230lb capacity
Console	35"H x 19"W x 19" D	100lb capacity

All shredding is done off-site. Bins should be readily accessible to Iron Mountain employees on the dates scheduled. If the area is going to be locked, plan on either rolling the bin to an unlocked corridor first thing in the morning or make arrangements for an employee to be present to grant access. If a bin or console cannot be accessed by Iron Mountain, it will be skipped until the next scheduled service date.

manages the Iron Mountain contract and is the sole point of contact for:

- New or additional bins and consoles.
- Temporary bins and consoles.
- Removing bins and consoles that are no longer required.
- Bulk shred jobs.
- Updates to bins and consoles resulting from an office move- failure to update locations may result in missed service from Iron Mountain.
- Any service issues or special requests.
- Access to locked bins and consoles.

