

RECORDS DESTRUCTION SERVICES
For Documents or Media Containing Confidential Information

Information Sheet

WHAT IS CONFIDENTIAL INFORMATION?

Confidential information includes personally identifiable information such as a student or employee home address or phone number, SSN, S number, drivers license number, financial information such as financial aid or payroll information, benefit information, medical information, personal status information such as marital status, race, religion, disability, and any other personally identifiable information that should not be disclosed to the public. (For additional information, contact the SLCC Office of Risk Management, 957-4041.)

WHAT THE SERVICE COVERS

This records destruction service is not intended to take the place of convenience document shredders already in use in individual departments or elsewhere at College sites or to replace the current document recycling program. Rather it is designed to meet College departments' needs for destruction of records containing confidential information stored on various media, such as:

- Large volumes of confidential documents (non-confidential documents or already shredded documents should be placed in campus recycle bins)
- Records which require a certificate of destruction
- Digital media (such as diskettes, tapes, CD's, flash drives, etc.) or hard drives
- Microfilm

If you have questions about this service or the paper recycling program please contact the SLCC Office of Risk Management at 957-4533 or 957-4041.

WHAT THE SERVICE COSTS

- Documents: \$0.06 per pound
- Digital media (CD's, flash drives, diskettes, etc.): \$0.35 per pound
- Hard drives: \$3.00 each
- Microfilm: \$0.35 per pound

Your department will be billed through the College Inter-Departmental Billing (IDB) service at the rates identified above once records you submit have been destroyed.

HOW TO USE THE SERVICE

1. Pack your records in appropriate containers:
 - Use your own disposable boxes or containers, with a total packed weight of no more than 50 pounds per container. Securely seal your boxes with shipping tape, or
 - Request secure, locking containers for large quantity or bulk destruction requests from the SLCC Office of Risk Management
2. Pack each record type separately. For example, paper must be packed separately from digital media, microfilm, hard drives, etc.
3. Since documents will be shredded, pack only paper and file folders in your container. Please remove paper clips, metal spines from hanging file folders, metal clasps from envelopes, three-ring binders, etc. Staples may be left attached to documents.
4. Fill out a *Records Destruction Request* and securely attach it to each box you want destroyed.
5. Contact the Facilities Department via E-mail at Fix.It@slcc.edu to request pickup of your boxes from any SLCC site. Be sure to include a time range during which someone will be available at the pickup location to sign custody of the records over to the Facilities Department. The Facilities Department will not pick up records without the current record custodian's signature.


**SALT LAKE
COMMUNITY COLLEGE**

RECORDS DESTRUCTION REQUEST <i>For Documents or Media Containing Confidential Information</i>			
Type of Record:	<input type="checkbox"/> Documents <input type="checkbox"/> Digital Media <input type="checkbox"/> Hard Drive <input type="checkbox"/> Microfilm <input type="checkbox"/> Other (specify):		
Record Description:	<i>(Optional)</i>		
Requesting Department:			
Index Code To Charge:			
Contact Person Name:			
Contact Person Phone:			
Contact Person Mail Stop Code:			
Pick Up Location:	Campus:	Building:	Room:
Is a Certificate of Destruction Required? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Work Order Number: (Generated by FIX-IT)			
↓ DOCUMENT TRANSFER ↓			
Date Picked up from Department:	Date:	Facilities Employee Signatures:	
		Pickup:	Receive to Storage:
	Dept Employee Name Printed*:	Dept Employee Name Signature*:	
Work Order Closed:			
Gross Weight (lbs):			
Date Transferred to Vendor:	Date:		
	Vendor Employee Name Printed:	Vendor Employee Name Signature:	
IDB Date:			

*Facilities Department personnel cannot pick up records without the Department record custodian's signature.