

SHREDDING VS. STORAGE

SHREDDING

What qualifies as shredding:

- Essays, tests, quizzes
- Program manual or information, books, magazines, handouts
- Basically anything that does **NOT** have any confidential information such as phone numbers, addresses, social security numbers, employee or student ID numbers, etc. No banking information, such as account numbers, or anything information of a confidential nature.

These can simply be thrown in the office recycle bin and the custodians will collect it during their shift. If you have an office shredder to shred smaller amounts of paper, you can collect the shredded paper in a clear plastic bag and the custodians will pick it up.

STORAGE

There is a process that needs to be followed when divisions need their records to be stored and destroyed at a future date. This is a District approved program, so compliance is essential.

What qualifies for storage and eventual shredding?

Records that are originals and/or fit into a specific category:

- There is confidential information, such as phone numbers, addresses, social security numbers, employee or student ID numbers, etc.
- There is banking information, such as account numbers.
- There is other information of a confidential nature.

Is there a special or particular box to use?

- Boxes must be sturdy as they will be stacked. Banker boxes are preferred. You may contact Operations at X2599 or OdipoD@scc.losrios.edu to request boxes if needed.

Is there a special way to pack the box?

- Completely fill the box. Boxes with gaps will collapse under weight. Do not pack items such as binders, hanging folders, card file boxes, etc. Paper clips and staples are acceptable.

What about securing the boxes?

- All boxes should be closed with a secure lid and thoroughly taped. Lids come loose and detach if not properly secured.

How long will the boxes be kept?

- Most records must be kept for a minimum of five years.

What if I need to get into the storage area to view records?

- Call Operations at X2599 and we will assist you in scheduling this with the Custodial Department.

PROCESS

1. Fill out the "Records Storage" form. Please see sample.

DIVISION	Department or Division name (no abbreviations)
CONTAINS	Specific description of documents in the box (not student records)
START DATE	Fiscal year of the oldest document
DESTROY DATE	Five years after the fiscal year of the oldest start date
BOX #	Should reflect the Division, date, and box #. For example, a box prepared for storage by Operations on 7-22-2010 would be #OPS07222010-001 for the first box, #OPS07222010-002 for the second box, etc. Attach the form to the box.
AUTHORIZATION	Obtain Division Dean's approval

2. Complete the Inventory Form
This is a district form so it must be filled out as indicated. Make sure the form matches the Records Storage form on the box end panels. The beginning date, (first column) must be the fiscal year of the oldest document. The second column must be the department/division. Documents must be specific and cannot be simply "student information". The last column must be 3 years AFTER the first column in fiscal year. The form must be completely filled out or it will be returned. **Email the list to Operations – OdipoD@scc.losrios.edu.**
3. Operations will confirm all information is submitted accurately and will prepare a work order to have Custodial Services pick up the boxes.
4. Custodial Services must confirm that the boxes are sealed and that the storage form is attached to the box before taking it to storage.

SHREDDING/STORAGE BOX END PANEL FORM

Division: Business Services Office (BSO)
Contains: Bank Deposit Slips
Start Date: 2020
Destroy Date: 2023
Box #: BSO07222020-001
Authorized:

(Complete and securely tape to the end panel of the box. Each box must have a label.)

SHREDDING/STORAGE BOX END PANEL FORM

Division _____

Contains _____

Start Date _____

Destroy Date _____

Box # _____

Authorized _____

(Complete and securely tape to the end panel of the box. Each box must have a label.)

