



RECORDS DESTRUCTION SERVICES

For Documents or Media Containing Personnel 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, driver license number, financial information such as financial aid or payroll information, benefit information, medical information, personnel 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 Recycling at (801) 957-4242 or 957-4461.)

WHAT THE SERVICE COVERS

This records destruction service is not intended to take the place of convenient document shredders already in use by individual departments or elsewhere at College sites nor 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 Recycling at (801) 957-4242 or 957-4461.

WHAT THE SERVICE COSTS

- Documents: \$0.10 per pound
- Digital media (CD's, flash drives, diskettes, etc.): \$0.50 per pound
- Hard drives: \$3.00 each
- Microfilm: \$0.50 per pound

Your department will be billed through the College Inter-Departmental Billing (IDB) process at the rates identified above, once the records you've submitted are 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 Recycling
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 the attached “*Records Destruction Request*” and securely attach it to **each** box you want destroyed.
5. Contact the Facilities Department via E-mail Fix.It@slcc.edu or by Phone ext. 4911 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; Custody of those records become the responsibility of the Facilities Department as soon as a “Fixit” has been placed.

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:	<input style="width: 100%;" type="text"/>						
Requesting Department:	<input style="width: 100%;" type="text"/>						
Index Code To Charge:	<input style="width: 30%;" type="text"/>						
Contact Person Name:	<input style="width: 100%;" type="text"/>						
Contact Person Phone:	<input style="width: 100%;" type="text"/>						
Contact Person Mail Stop Code:	<input style="width: 100%;" type="text"/>						
Pick Up Location:	Campus: <input style="width: 15%;" type="text"/> Building: <input style="width: 15%;" type="text"/> Room: <input style="width: 10%;" type="text"/>						
Is a Certificate of Destruction Required? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Work Order Number: (Generated by FIX-IT)	<input style="width: 100%;" type="text"/>						
↓ DOCUMENT TRANSFER ↓							
Date Picked up from Department:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Date:</td> <td colspan="2" style="text-align: center;">Facilities Employee Signatures:</td> </tr> <tr> <td></td> <td style="width: 30%;">Pickup:</td> <td style="width: 50%;">Receive to Storage:</td> </tr> </table>	Date:	Facilities Employee Signatures:			Pickup:	Receive to Storage:
	Date:	Facilities Employee Signatures:					
	Pickup:	Receive to Storage:					
Dept Employee Name Printed*:	Dept Employee Name Signature*:						
Work Order Closed:	<input style="width: 100%;" type="text"/>						
Gross Weight (lbs):	<input style="width: 100%;" type="text"/>						
Date Transferred to Vendor:	Date:						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Vendor Employee Name Printed:</td> <td style="width: 50%;">Vendor Employee Name Signature:</td> </tr> </table>	Vendor Employee Name Printed:	Vendor Employee Name Signature:				
Vendor Employee Name Printed:	Vendor Employee Name Signature:						
IDB Date:	<input style="width: 100%;" type="text"/>						

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