

GALVESTON COLLEGE
RECORDS MANAGEMENT SHREDDING PROCEDURE

1. Shredding pick-ups will be scheduled with HCDE for the 1st Friday of the month during the long semesters (Fall and Spring) by the Galveston College Records Management Officer, Dr. Larry G. Root.
2. Participants will email the Institutional Effectiveness and Research Office the following information:

Shredding Information (please list):

- a) Office location / Department
- b) Number of boxes
- c) Description of Contents of boxes to be shredded
- d) Date Range of box contents

3. Boxes should be marked with a large "X" to designate they are to be shredded [*NOTE: the boxes will also be shredded*]. Shredding submission deadline will be 5:00 p.m. on the Tuesday prior to the pick-up date. **No boxes can be added to the total after that time.**
4. The IE/R Office will collect the shredding information and submit a summary to Dr. Root on the Wednesday of the pickup week.
5. Dr. Root will complete the Records Destruction Certificate(s) and email them to HCDE on the Wednesday of the pickup week.
6. A Service Request form (*outlining the departments and the number of boxes that need to be picked-up for shredding*) will be sent to Physical Plant. The Physical Plant will keep the boxes on a pallet designated for this purpose on the pick-up date. Participants do not need to submit individual Service Requests to Maintenance.
7. HCDE will be requested to pick up our boxes on Friday. If HCDE doesn't pick them up, participants will need to pick up their boxes from the Physical Plant area in the afternoon. The Physical Plant is not a storeroom.
8. All completed HCDE Destruction Certificates are kept in the Institutional Effectiveness and Research Office.

Note: Boxes are our own boxes, **not** HCDE storage boxes used for archiving (boxes will be destroyed). HCDE storage boxes are purchased by the College. Boxes should be no larger than a copy paper or file box.