

Document Shredding Procedure

As part of the document retention and information security policy, the Academy has instituted a campus wide annual shredding program to destroy outdated, confidential material. The service is performed in July in conjunction with the end of the fiscal year on June 30.

During the summer of 2010, business services examined various shredding options to determine which company/procedure would best meet the school's needs. A "one-time purge" option, with 65 gallon bins delivered to those departments on campus requesting to participate was chosen. The locked, rolling bins are left for a two week period. Collected bins will be taken to a secure site for shredding/destruction. The Academy has selected Iron Mountain for these services, based on their convenient services and cost-effectiveness.

The cost of this service is \$20 per bin, plus a \$50 transportation fee. Shredding services, payable by company credit card, must be paid in advance of delivery of the bins.

Departments wishing to participate in the coordinated shredding service should contact the business services office by June 30 each calendar year.

Departments wishing to arrange for shredding independent of the coordinated program can contact Iron Mountain directly at 1-800-899-IRON and request a one-time purge option.