

Memorandum

TO: Yolanda Archie; Nicole Hamilton; Margaret Petway; Lafran Reddin;
Ralph Waithe; Brent Ellis; Gwendolyn Parsons; Val Benitez; Eleese Scurry

FROM: Linda Edwards- District Campus Services

DATE: November 25, 2008

SUBJECT: Shredding Schedule

Effective November 2008, the Brandon Warehouse staff will schedule and pick-up your documents for shredding. In the past, District Campus Services Mailroom staff was responsible for picking up your documents for shredding from the campus mailroom approximately one (1) week prior to our scheduled monthly shredding date through Secure-On-Site Shredding. For your convenience, the pick-up dates will coincide with your regular campus delivery days. Please contact Kevin Minnifield, Warehouse Supervisor, at extension 7857 to schedule a pick-up of your items to be shredded.

Please e-mail Maggie Jones, Records Specialist, a copy of your completed Records Disposition Document form 1 week prior to pick-up. In addition, you **must** submit the original Disposition Document form to Kevin Minnifield, or his designee when your shredding is picked up **NO EXCEPTIONS.**

REMEMBER: Only items of a confidential nature, those listed in the GS5, or those with employee/student personal information will be shredded. All others should be disposed of via “regular trash”. In addition, we must have a completed copy of your Records Disposition Document Form(s) e-mailed to Records Management one (1) week prior to the shredding date. Documents to be shredded must be boxed, taped (or firmly secured) and taken to your campus mailroom for pick-up. No pick-ups will be done on the day of shredding.

Confidential documents contain the following:

- **Employee or student social security numbers**
- **Employee or student personal health information**
- **Information such as student grades or transcripts**
- **Information pertaining to financial aid awards and/or student loan applications**

In general, sensitive information is information that contains an element of confidentiality, such as Social Security Number (SSN), driver’s license/state identification number, medical information, or any other personal information which is linked to an individual. In addition, this information requires a high level of protection from loss, misuse, and unauthorized access or modification.

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If you any questions about the process, feel free to contact Maggie Jones. Please reference GS5 Schedule (General Records Schedule GS5 for Universities and Community Colleges) or GS1-SL (General Records Schedule GS1-SL for State and Local Government Agencies) for retention requirements (see attachment).

Thank You!

2008/2009 SHREDDING SCHEDULE

February 13, 2009

March 13, 2009

April 10, 2009

May 8, 2009

June 5, 2009

July 3, 2009

July 31, 2009

August 28, 2009

September 25, 2009

October 23, 2009

November 20, 2009

December 18, 2009