Memorandum

To: Kellie Geary; Bridget Harris; Lafran Reddin; Marquisha Wilson; Yolanda Archie; Gwendolyn Parsons; Elease Scurry; Valerie Ellis; Valentin Benitez; Dave Collings; Todd Boyd; Stefanie Faber; Margaret Brookins; Margaret Petway; Karen Dorsey; Ryan Buckthorpe; Barbara DeVries; Orchid Reyes; Ann Denton; Annie Munns; Thomasine Bank; Bruce Stephens; Michael Emerling

From: Linda Edwards
District Campus Services

Date: December 18, 2009

Subject: Shredding Information and Documents

The dates for on-site shredding are listed below. Please remember to complete and submit the Records Disposition form (see attachment) 1-week before we shred your documents. This form can be submitted (via e-mail) to Maggie Jones. 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).

January 15th
February 12th
March 12th
April 9th
May 7th
June 4th
July 2nd
July 30th
August 27th
September 24th
October 22nd
November 19th
December 17th

REMEMBER: Only College Business documents of a confidential nature, and 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 (except for DAO staff). No pick-ups will be done on the day of shredding. Please be aware that contents are monitored for accuracy and violations.

Thanks for your continued cooperation.