Memorandum

To: Reddin Lafran; Archie Yolanda; Dorsey Karen; Buckthorpe Ryan; Davis Irene; Emerling Michael; Waite Ralph; Stephens Bruce; Jackson Sonja; Hamilton Nicole; Rodriguez Jessica; Davis Nevaler; Kovtun Kovtun; Starks Jeanette; Tinch Shavon; Bentrovato Joseph; Pont Carol;

From: District Campus Services

Date: January 17, 2013

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 have 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).

These dates reflect the days that the warehouse personnel pick up and deliver to your campus.

- January 28th-31st
- February 25th-28th
- March 25th-29th
- April 22nd-26th
- May 20th-24th
- June 17th-21st
- July 15th-19th
- August 19th-23rd
- September 23rd-27th
- October 21st-25th
- November 18th-22nd
- December 9th-13th

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. Bins/shredding will be picked up according to the day the warehouse is schedule to visit your campus.

Thanks for your continued cooperation.