

University Records Disposal Guidelines

Record destruction service is provided for all University departments through the University Records Center. Systematic destruction procedures are provided by a bonded disposal company to ensure security and confidentiality. Documents are pulverized into unreconstructable fragments for to ensure confidential information is nonrecoverable. Items sent for destruction should be official university records. Do not send non-records such as outdated pamphlets, telephone directories, advertising junk mail, or blank forms. These can be handled through normal recycling. Follow the guidelines below when sending records for disposal.

Paper

1. Ensure records you are designating for destruction are past their retention period by reviewing the [Board of Regents Records Retention Schedule](#).
2. Pack paper records together removing any binders or other large metal or plastic objects that cannot be shredded. Paper clips, staples, and other text-sm metal or plastic objects are okay. Please pack other record formats separately such as CDs, DVDs, thumb-drives, etc... (see below).
3. Clearly label the box for shredding; do not label it as trash. ([suggested box label](#))
4. Create an eQuest for Campus Services to pick up the box. Select the option in the eQuest under Logistic Services for burn/shred papers. If you have several boxes please list the quantity in the eQuest. List the exact location of boxes and a time for them to be picked up.
5. Campus Services will pick them up and move them to a secure area to be stored until they are shredded.

Other Record Formats (CDs, DVDs, thumb-drives, etc....)

1. Ensure records you are designating for destruction are past their retention period by reviewing the [Board of Regents Records Retention Schedule](#).
2. All non-paper records may be packed together including, CDs, DVDs, microform, thumb-drives, external hard drives, etc.... These items should contain university records. Software installation CDs, DVDs, etc... should be directed to Jessica Macon (macon_jessica@columbusstate.edu).
3. Transfer instructions will vary based on volume. Please contact David Owings (owings_david@columbusstate.edu) for instructions on delivering these items for destruction.