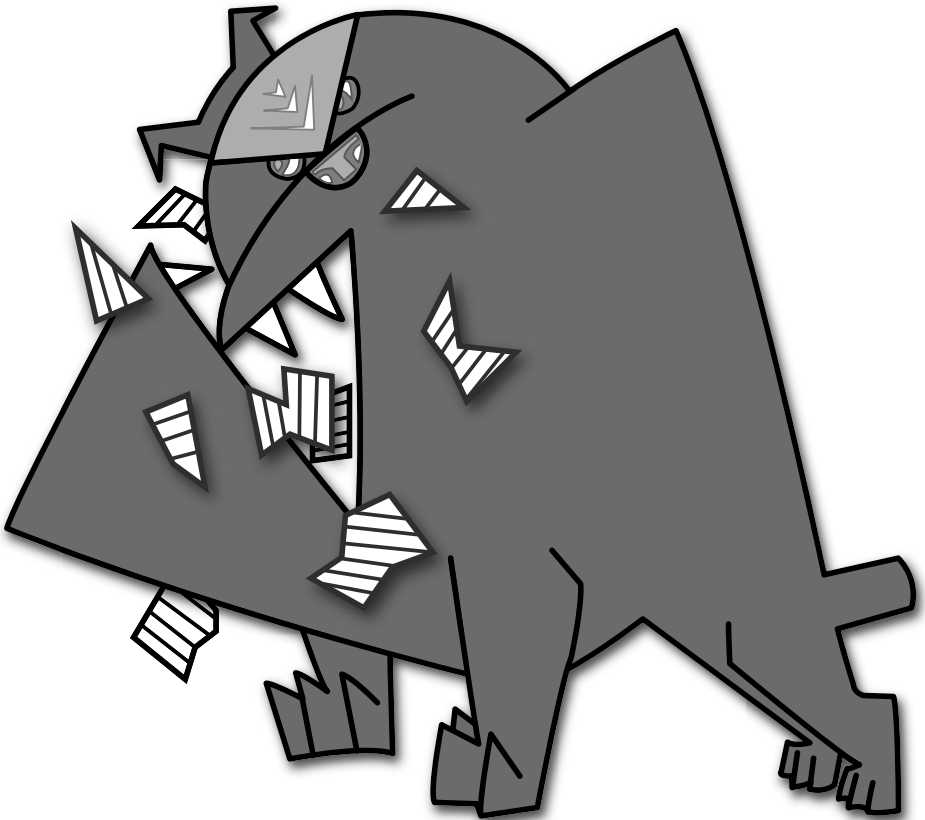


Document Destruction



OPERATING PLAN

With the increased awareness regarding privacy issues, end users are becoming more wary of how personal or sensitive information is handled. In a university setting, it is becoming extremely important to safeguard and properly dispose of confidential documents.

Purdue departments use different means of disposing of confidential material, including the use of departmental shredders, and vat (pulping) destruction. Purdue's Refuse/Recycling Confidential Document Destruction Service is another means of destroying this material. This material is collected by Purdue Recycling in secured carts. The carts are then shipped to an outside vendor for shredding.

By participating in this program, departments may find that they no longer need to maintain paper shredder(s). Moreover, it may provide for secure storage of sensitive material, without the need to wait for periodic purging. To participate in this program contact the Work Control Center to set up a service agreement or contact the Purdue Recycling office at 494-0194 or at this email address: recycling@purdue.edu.

Confidential Document Handling Procedures:

1. Each department/unit participating in the program needs to designate a representative to serve as a contact. This person will coordinate the program for their perspective area and serve as the liaison between the department/unit and Purdue Recycling.
2. Purdue Recycling will provide the locked cart(s), free of charge. Two different sizes are available for use inside the building, a 68 gallons cart (42.25"H x 26.75"D x 25.5" W) and a 38 gallons cart (41.9"H x 22"D x 18.9"W). These are lockable carts with a paper slot on the lid. These will be delivered locked unless the requestor asks otherwise. For security reasons, keys for these containers will be restricted to the Purdue Recycling personnel.
3. Contact Purdue Recycling at 496-3326 or 494-0194 or at this email address: recycling@purdue.edu for collection and delivery of these carts. When calling for a pickup, if a replacement cart(s) is needed, please mention this and be sure to provide the following information:
 - A. Contact person
 - B. Telephone number
 - C. Building name
 - D. Department
 - E. Room number (or any other information pertaining to the location)
 - F. Number and size of container(s) needed or to be picked up

This information is used for billing at the end of the month. So it is important that it be accurate. This information is logged and is used to track the cart from the time it is picked up at the department until the contents of the cart are destroyed by the vendor. These log entries are kept in the Grounds Business Office for a year and then are archived for six years.

4. Any non-permanent paper record that contains confidential information will be acceptable. In an effort to recycle this material once it has been shredded; please ensure that you follow the same guidelines for Office Paper Recycling. This includes removing any of the following items: large metal binder clips, plastic items or transparencies (paper clips and staples are okay).
5. Microfiche or any other non-paper media (computer disks, plastic cards) may be handled through this service provided these are kept separate from the paper material. A small confidential cart may be requested for this type of material. Because of the weight of this type of media, please ensure that the cart is not overloaded.
6. There is a charge for the shredding of the material; but, there is no rental charge for the cart. The charge for the service is to cover the internal cost to deliver and to collect the containers and the external cost to shred the material by an outside

Confidential Document Handling Procedures:

vendor. Cost for this service as of October 13, 2006, is \$0.11 per pound. This cost will be adjusted from time to time to cover any increases in the internal and/or external cost.

7. It is important for staff to only place CONFIDENTIAL paper in these carts. "Confidential" usually refers to material that contains information that is lawfully protected [such as data included under The Family Educational Right and Privacy Act (FERPA); The Gramm Leach Bliley Act (GLBA); The Health Insurance Portability and Accountability Act of 1996 (HIPPA); and Indiana laws protecting SSN and other personal identifying information] or would not otherwise be appropriate for distribution (privacy/personal type data like home address, phone, etc.)

Confidential paper also includes that data classified under the University's data classification categories of sensitive and restricted data. Social Security Numbers (SSN) are classified as restricted data under the University's data classification categories.

Otherwise any non-confidential material should be placed in one of the other appropriate containers for recycling.

8. It is the department's responsibility to ensure that the confidential cart is kept in a secured controlled area while the cart is in their possession. Examples of secure controlled areas include: labs, internal offices, or other secured rooms that may be locked after hours and are subject to key control procedures. Storing confidential carts in open hallways or in other general areas where they could be easily removed without observation is not advised.

The confidential carts should never be staged for collection outside the building or in an unsecured service/dock area. Purdue Recycling Crews will collect and deliver carts only to known locations within the department's building and only when the department has called for a pickup or a delivery.

9. When the cart is collected from the departmental area, it is locked and transported back to the Recycling Center where it stored in a secured storage area. Later, the cart is shipped, weighed, and the contents shredded by the paper vendor. If the vendor is not able to shred the contents right away, the carts will be stored in a locked area. After the material is shredded, it is baled and shipped to one of the paper mills where it is re-pulped into a slurry context, completely obliterating the paper. (The slurry is used to make new paper).
10. Information about the carts and its contents is faxed back to the Grounds Department Office by the vendor. This information is used to confirm the cart inventory and to complete the billing at the end of the month. The departments are only charged for the amount of material that was shredded during the month.