

## **Procedure for Disposal of Documents Containing Personally Identifiable Information**

This procedure will serve to support the College's initiatives to maintain the security of student and staff related documents that contain personally identifiable information.

Locked consoles, located in several areas of the College, will house documents that should be shredded (including those containing personally identifiable information) until such time as the contents can be properly disposed of. These consoles will be picked up on a bi-weekly basis by the College's selected shredding vendor, and its contents subsequently shredded. The Office of the College Registrar will provide an annual pickup schedule on or about September 1.

Keys to these consoles will be kept in the Office of the Campus Executive Dean (for campus consoles) and the Office of Public Safety (for central office consoles). If material needs to be retrieved after being placed in the console, campus personnel should contact the Campus Executive Dean's Office to obtain the console key and central personnel should contact the Office of Public Safety to obtain the console key. A designee of the Campus Executive Dean's Office or Office of Public Safety will accompany personnel who need to retrieve material from a console. If the console becomes full prior to a scheduled pick-up, excess material should be boxed and placed in a secure area until the console can be emptied. Offices embarking on a "clean up" of file cabinets or office contents must contact the Office of the Central Registrar for the delivery of a large locking container on wheels for use during this process.

***Approved by Executive Council  
December 14, 2010***