

Procedure for Transport and Storage of Documents Containing Personally Identifiable Information

The transport of documents containing personally identifiable information for storage in the North Building will occur under the direction of the Office of the College Registrar.

Archived documents must be stored in one-cubic-foot boxes and will be transported only in these regulation-size boxes. The Office of the College Registrar will provide boxes, labels and directions for storing the documents. In addition, the Office of the College Registrar will arrange for transport of the boxes.

The following information must be included on a request for transport:

- Name of department
- Name and title of contact person
- Location of the material that is to be transported
- Contents of each box to be archived
- Date span of the contents
- Disposal date of the contents
- Person authorizing the archiving
- Requested date of pickup

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