

# Upcoming Iron Mountain Shredding Dates

**Monday January 22, 2024**

**Monday March 18, 2024**

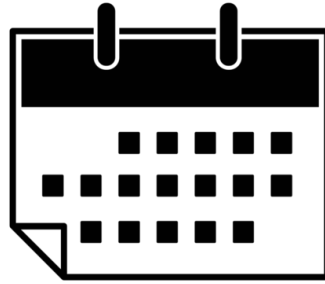
**Monday May 13, 2024**

**Monday July 8, 2024**

September- no service (University closed for Labor Day)

**Monday October 28, 2024**

December- no service (University closed for winter break)



## What qualifies to be shredded?

The custodian of documents must abide by records retention policy. Documents containing personal and sensitive information may be shredded at the end of their retention requirement. Examples include but are not limited to: employee and student records, clinical records, legal records, documents containing trade secrets of the University, and tests and exams.

Documents outside of the records retention policy that do not contain personal or sensitive information may be disposed in the trash or in bulk via single-stream recycling. There is a single-stream recycling dumpster located outside of Shipping and Receiving at the SE corner of Building 540.

## Roller Bins and Consoles

95 Gal 48"H x 31"D	340lb capacity
65 Gal 43"H x 30"D	230lb capacity
Console 35"H x 19"W x 19" D	100lb capacity

All shredding is done off-site. Bins should be readily accessible to Iron Mountain employees on the dates scheduled. If the area is going to be locked, plan on either rolling the bin to an unlocked corridor first thing in the morning or make arrangements for an employee to be present to grant access. If a bin or console cannot be accessed by Iron Mountain, it will be skipped until the next scheduled service date.

**Procurement Services** manages the Iron Mountain contract and is the sole point of contact for:

- New or additional bins and consoles.
- Temporary bins and consoles.
- Removing bins and consoles that are no longer required.
- Bulk shred jobs.
- Updates to bins and consoles resulting from an office move- failure to update locations may result in missed service from Iron Mountain.
- Any service issues or special requests.
- Access to locked bins and consoles.

# Iron Mountain Request Form

## Additional Bins and Consoles

95Gal--Qty\_\_\_\_\_ 65Gal--Qty\_\_\_\_\_ Console--Qty\_\_\_\_\_

Building & Room \_\_\_\_\_

Delivery date: \_\_\_\_\_ to: \_\_\_\_\_  
(leave blank if permanent)

## Deletion of Bins and Consoles

95Gal--Qty\_\_\_\_\_ 65Gal--Qty\_\_\_\_\_ Console--Qty\_\_\_\_\_

Building & Room \_\_\_\_\_

Removal date: \_\_\_\_\_

## Location update of Bins and Consoles

95Gal--Qty\_\_\_\_\_ 65Gal--Qty\_\_\_\_\_ Console--Qty\_\_\_\_\_

From:  
Building & Room \_\_\_\_\_

To:  
Building & Room \_\_\_\_\_

Date of move: \_\_\_\_\_

## Additional Comments:

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Name: \_\_\_\_\_

Dept: \_\_\_\_\_

Email: \_\_\_\_\_

Ext: \_\_\_\_\_

Email this request form to [purchasing@fit.edu](mailto:purchasing@fit.edu) with subject line "Shredding Request"

*Delivery and removal dates entered above should coincide with future scheduled Iron Mountain shredding dates. Request must be submitted no later than 5 days prior to the scheduled shredding date.*