



Upcoming **Iron Mountain** Shredding Dates

Monday January 12, 2026

Monday March 9, 2026

Monday May 4, 2026

Monday June 29, 2026

Monday August 24, 2026

Monday October 19, 2026

Monday December 14, 2026

What qualifies to be shredded?

The custodian of documents must abide by the 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 of 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 secure and done off-site. Bins must be readily accessible to Iron Mountain employees on the dates scheduled above. If the area is going to be locked, plan on either rolling the bin to an unlocked corridor first thing in the morning or making arrangements for an employee to be present to grant access. Bins and consoles must be present in their designated storage location. Any bin or console that cannot be located or accessed by Iron Mountain will be skipped until the next scheduled service date.

Strategic Sourcing 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 and other requests (requesting dept. must provide funding for)
- Updates to bins and consoles resulting from an office move (failure to update locations may result in missed service from Iron Mountain)
- Service issues
- 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:

Name: _____

Dept: _____

Email: _____

Ext: _____

Email this request form to 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.