



## 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](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.*