PROCEDURES FOR:

SHREDDING
CONFIDENTIAL DOCUMENTS

✓ Only documents, which are confidential in nature, will be shredded. Recycling 874-2840 should pick up all other paperwork.

✓ Central Receiving will no longer be picking up sealed boxes. They will pick up locked bins which are obtained by completing a work order.

✓ Departments will be responsible for filling the locked bins with confidential documents. Only paper and staples are acceptable items to be shred. All paperclips, wire clips, hanging folders and cardboard need to be removed.

✓ The Central Receiving staff, moving contractors and students will only be handling the locked bins.

STEPS TO:

OBTAIN A LOCKED BIN

1. Download and complete the Work Order for Moves/Shredding/Tape/Boxes on the Property and Support Services website: web.uri.edu/pss/forms

2. Fax or email the completed form to property1@etal.uri.edu or 874-5596.

3. Central Receiving will deliver the bin with a key to the department. The department will be responsible for dropping all confidential documents into the bin and locking it. Once completed, the department will call the Warehouse to arrange a pick up of the bin 874-5468 or 874-2578.

4. The locked bin will be returned to the Central Receiving Warehouse and will be stored in a secure location until the shredding vendor comes on site to shred.

* PLEASE NOTE: There is a $30 fee for lost locks/keys

THE UNIVERSITY OF RHODE ISLAND

PROPERTY AND SUPPORT SERVICES
22 Tootell Road, Kingston, RI 02881

web.uri.edu/pss