



BRM's University of Pittsburgh

## RECORDS DESTRUCTION ORDER FORM

**DEPARTMENT INFORMATION**

**Date:** \_\_\_\_\_ **Requestor Name:** \_\_\_\_\_ **Account Number:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**UNBARCODED DESTRUCTION:** you must have BRM's orange destruction labels for this service; you may use any non-barcode box available for destruction orders – i.e., you do not need to purchase a box to destroy records

Number of Cartons	Size

**Total Cartons This Page** \_\_\_\_\_

Consoles and Bins (complete only for first-time bin/console set-up or for will calls)				
Type	Size	Quantity	Service Schedule – specify one (weekly, monthly, call when full)	Is this a final pick-up (Y/N)
Console (30 gallon)	22.75"W x 35.5"H x 15.75"D			
Destruction Bin (32 gallon)	19"W x 39"H x 22"D			
Destruction Bin (68 gallon)	24"W x 42"H x 26"D			
Destruction Bin (95 gallon)	26"W x 46"H x 33"D			

**Comments (if applicable):**

\_\_\_\_\_  
**Signature** \_\_\_\_\_ **Passcode** \_\_\_\_\_ **Page** \_\_\_\_\_ **of** \_\_\_\_\_

FAX this form to BRM 412-321-0305 or email it to [custsvc@businessrecords.com](mailto:custsvc@businessrecords.com). Please be certain to retain a copy of this form for your records.

Please choose service level for **UNBARCODED DESTRUCTION ONLY** (check one):

- Requests received by 10:00 am today will be serviced the same business day by 5:00 pm
- Requests received by 3:00 pm today will be serviced the next business day by noon
- Requests received after 3:00 pm today will be serviced the second business day by noon

**Note:** All bins and consoles are generally serviced on Wednesdays. If you require a bin/console sooner, please call BRM Customer Service at 412-321-0505