

# SHREDDING OPTIONS

University departments have two options available for shredding of records currently in your office space - unbarcoded destruction and bin/console rotation. We are pleased to announce that the newly added shredding service of bin and console rotation is now available to University departments free of charge.

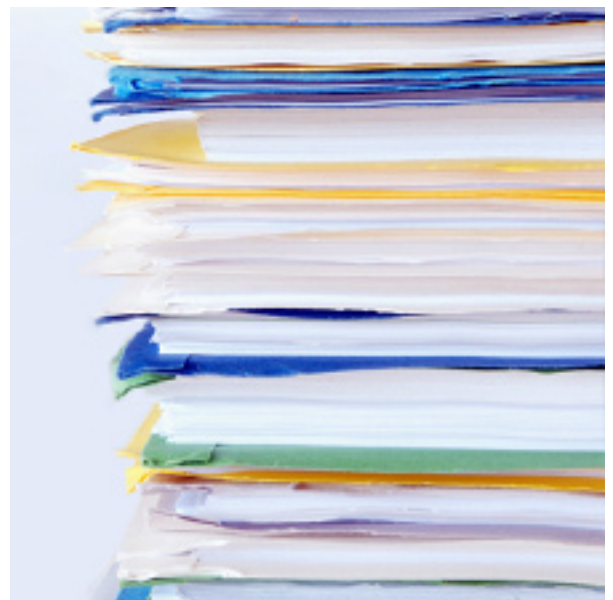
To order shredding for your office, please note the following distinctions:

## **Unbarcoded destruction:**

- BRM will pick-up items to be shredded directly from your office in any type of copy or supply box available (i.e., you do not need to *purchase* a box for this service). Records may not, however, be placed in bags.
- You do *not* need to remove paper clips, staples, rubber bands, carbon paper, or envelopes from documents, but be certain to remove binders or large plastic clips.
- Call BRM directly to place an order for “unbarcoded destruction” and specify the number of containers to be picked-up.
- BRM will provide your office with a certificate of destruction once the items have been destroyed, which is typically 4-6 weeks after the order has been placed.

## **Bin and console rotation:**

- BRM can provide your office with a bin or console in which you can place your confidential records to be destroyed.
- Consoles and bins are locked for the entire period of time they are placed in your office (only BRM has a key to open them).
- The rotation schedule for this service is based on your unit’s specific needs and will be arranged accordingly. You may order a bin/console for a few days or choose to keep it throughout the year.
- Please review the brochure on the following page for further information.



# The University of Pittsburgh's *Contracted Supplier*

## Is Business Records Management

As a part of the newly executed Professional Services Agreement with BRM, University departments can receive record storage and destruction services *free of charge* through the University Records Management Program.

Getting started is simple:

1. Contact University Records Management to establish service.
2. A BRM account manager contacts you to customize a pickup/rotation schedule based on your office's specific needs.
3. Select the bin size you need: 32, 68 or 95 gallon bins, or 30 gallon console.
4. BRM delivers your console and picks up the destruction on a regular basis.



### *Secure Shredding*

22.75" x 35.5" x 15.75" Console  
(30-Gallon Capacity)

- Locked consoles for maximum security
- Customized rotation schedules
- Bonded and professional employees
- Compliance with government regulations
- Barcode tracking



**BRM**

BUSINESS RECORDS MANAGEMENT

*Your Peace of Mind is Our Priority*

412-321-0600 / [www.businessrecords.com](http://www.businessrecords.com)

Contact Kathryn Hensley in University Records Management to start your destruction console rotation.  
412-244-7079 or [khh1@pitt.edu](mailto:khh1@pitt.edu)