

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 shredding services are available at no-cost to University departments.

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.
- Use BRM's "Records Destruction Order Form" to place an order for "unbarcoded destruction." In the table, specify the number of containers to be picked-up and a general description of the container size.
- BRM will require your office to sign a work order at the time the order is serviced. This work order will serve as your certificate of destruction for the shredding of the items.

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.
- To order a new bin or console for your department, please use BRM's "Records Destruction Order Form" to arrange for this service.
- 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

Contact Kathryn Hensley in University Records Management to start your destruction console rotation.
412-244-7079 or khh1@pitt.edu