



Procedure

Business Services

School Record Disposal/Destruction

Instructions

1. Refer to the School Record Retention and Disposal/Destruction instructions found on the Purchasing Department and Budget Department web pages, which contains a list of documents that are to be destroyed at the end of their retention.
2. Documents containing no sensitive information are not required to be destroyed and can be recycled.
3. Small volumes of documents that require destruction are to be destroyed on site with a shredder.
4. When you purge a large volume of documents the Warehouse will pick-up the documents and ensure their destruction.

Preparing a Purge for Pick-up

To qualify for pickup by the Warehouse all of the following requirements are to be met. **The Warehouse will not pick-up documents unless they meet all of the following requirements:**

1. Documents must be in boxes no larger than a standard copy paper box.
2. Each box is to be labeled with attached label.
3. Boxes are to be sealed with packing tape to ensure security of documents.
4. No personal documents are to be included. The district is paying for the destruction services.

Scheduling a Pick-up

1. Email or call the Warehouse at lcampbell1@graniteschools.org or 385-646-4286.
2. Provide site information, contact person information, and number of boxes in purge.
3. Allow seven days for pick-up.

Questions

For questions regarding disposal or destruction of documents contact the Warehouse at 385-646-4286.



Confidential Documents for Destruction

Box _____ of _____



Confidential Documents for Destruction

Box _____ of _____