

Setting Up a Department Shred Schedule

In order to comply with the Swarthmore College Records Management Policy it is important that every department has a means of secure destruction for their paper records. Swarthmore College contracts with shredding service to provide a means of secure records destruction for its departments.

1. Be familiar with your department's records retention schedule. Know what records will need to be securely destroyed at the end of their lifecycle.
2. Designate a date when departmental staff will go through the records they are custodians of and identify what records need to be securely destroyed.
3. Transfer those documents to the nearest secure shred box for destruction.
4. If your department needs to purge large batches of files know the campus' shred schedule and designate a departmental member make sure the records scheduled for secure destruction are delivered to the shredding company (through a dropbox or other means)
5. If inactive files need to be stored long term before being destroyed make sure these boxes are clearly labeled and well organized before being moved into a storage area.
6. Set up a schedule (possibly annually) to check inactive files to see if any of them have reached the end of their lifecycle and need to be securely destroyed.

Remember that it can become an information security risk to keep files past the point of their designated destroy date. Having a shred schedule and destroying documents that have been designated for secure destruction on the records retention schedule safeguards your department and Swarthmore College.

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