

GALVESTON COLLEGE

RECORDS MANAGEMENT SHREDDING PROCEDURE

1. Shredding pick-ups will be scheduled with Harris County Department of Education (**HCDE**) for the 1st Friday of the month during the long semesters (Fall and Spring) by Galveston College's Records Management Officer (**RMO**) or Institutional Effectiveness and Research (**IE/R**) Office.
2. **Boxes should be no larger than a copy paper or file box.** Boxes are our own boxes, **not** HCDE storage boxes used for archiving. HCDE archiving boxes are purchased by GC.
3. **All boxes must be closed, taped-up, and marked with a large "X" to designate them for shredding.** No broken, torn, or open boxes will be accepted. If your boxes do not meet these specifications they will not be picked up. Note that HCDE destroys the entire box not just the documents inside.
4. RMO or IE/R Office will circulate a campus-wide email regarding shredding with a link posted to the electronic [Shredding Request Form](#), along with a submission deadline.
5. An electronic Shredding Request Form must be submitted by the department that is shredding records. **The department will complete the following items on this form:**
 - a. **Office Location** (*room # of where shredding boxes are located*)
 - b. **Number of Boxes** (*enter the total number of boxes that are going to be shredded*)
 - c. **Box Contents** (*enter a description of contents in the shredding boxes*)
 - d. **Beginning Date** (*enter beginning date of shredding contents – example 01/01/2001*)
 - e. **Ending Date** (*enter ending date of shredding contents – example 03/31/2010*)
6. After the submission deadline has expired, the RMO or IE/R Office will download all of the electronically submitted shredding requests for processing. Download will take place Friday at noon the week before the 1st Friday of the month.
7. RMO or IE/R Office will complete an **HCDE Records Destruction Certificate Form** using the electronic shredding request information submitted by the departments making one compiled list for Galveston College, and then create a final PDF copy of the HCDE form.
8. RMO or IE/R Office will submit Galveston College's shredding request to HCDE using the online application by 1pm Friday (the week before the 1st Friday of the month), and attach a PDF copy of the final completed HCDE Records Destruction Certificate Form.
9. RMO or IE/R Office will complete and submit a **GC Facilities Service Request Form** (*outlining the departments and the number of boxes that need to be picked-up for shredding*) by 1pm Friday (the week before the 1st Friday of the month). Facilities will keep the boxes on a pallet designated for this purpose on the pick-up date. Participants do not need to submit individual Service Requests.
10. HCDE will pick up GC's shredding boxes the 1st Friday of the month. If HCDE doesn't pick them up, participants will need to pick up their boxes from Facilities the following Monday. The Facilities area is not a storeroom.