



Community Colleges of Spokane RECORDS SHRED REQUEST

Please complete this form to have confidential records or electronic media (e.g., hard drives, thumb drives, CDs, tapes, etc.) picked up and destroyed. If the records are the official primary records of the college you must ensure that they have met their designated retention period as defined in the state [records retention schedules](#). You must also complete and attach a [Records Disposition Log](#). If you need help to determine the retention period, call the office of the records officer at 434-5215.

If the records are secondary copies that have fulfilled their administrative use they can be destroyed prior to the retention period of the primary record. You do not need to complete a Records Disposition Log for secondary copies.

PREPARING RECORDS FOR SHREDDING

1. Remove all metal clips and/or fasteners. Central Services **WILL NOT ACCEPT** records with metal clips or fasteners of any type.
2. Pack the records in medium sized cardboard boxes with a maximum weight of 50 lbs.
3. Seal the boxes with packing tape and clearly mark all boxes **SHRED/DESTROY**.
4. Attach the completed form(s) to one of the boxes.
5. E-mail the logistics manager to arrange for pick up. Include the number of boxes and their location. The e-mail address is renglert@ccs.spokane.edu.

Date _____ Campus _____ Department _____

Records custodian _____ Phone ext. _____ MS _____

TYPE OF RECORDS

Primary Records (*these records have met their designated retention period*)
You must attach a completed Records Disposition Log.

Secondary Copies (*confidential transitory administrative materials that have no retention value*)

Description of records:

Electronic Media

Description:

Records custodian's signature _____

Date destroyed _____ Logistics manager's signature _____