

HISD RECORDS MANAGEMENT SHREDDING SERVICES

On-Demand Shred Bin Service – Departments Only

Service

Provide shred bins to departments for the confidential and secure destruction of district official and unofficial records that may contain confidential or sensitive information.

Requesting a Bin Delivery

1. Complete a Destruction Request Form available on the Records Management office's webpage. The form will be reviewed to verify that the records to be destroyed has met the required retention period. This will avoid **YOU** from having to go "dumpster diving" to retrieve any documents that were identified as not yet meeting the records retention requirements.
2. Submit the completed form to recordsmanagement@houstonisd.org. Once approved, a bin will be scheduled for delivery.

Requesting a Bin Pick Up

Submit your request to recordsmanagement@houstonisd.org to have the bin picked up and shredded.

Equipment Provided

Locked or unlocked shred bin

Bin Check-Out Period

Due to high demand and limited resources, bins are checked out for a one-week period.

Acceptable Use of Shred Bin

1. Official district records meeting required retention period.
2. Non-records (unofficial records) – information not subject to the retention schedule – may be destroyed when no longer needed by the department. Examples of non-records include:
 - Duplicate, working or convenience copies of records including recipient copies of most internal communications
 - Blank forms
3. Paper-based media only. Box other media separately.
4. Bin is provided for exclusive use by requesting department.

Unacceptable Use of Shred Bin

The following items are not acceptable for confidential shredding and must be removed:

- large metal clips (staples and regular paper clips are okay)
- binders
- transparencies
- plastic and metal file folders
- CD's
- cassettes
- video tapes
- garbage and soiled paper products
- hard-bound, glue bound or spiral bound books / booklets / magazines (see below)

Recyclable Non-Record Material

Utilize the blue recycle bins provided by Building Services for disposing of:

- Reference material – books, periodicals, newspapers, posters
- Stocks of district publications
- Non-district publications and catalogs