Members of the Graduate Center community are encouraged to ensure the secure disposal of any document containing sensitive or confidential information or non-public university data.

In order to comply with the University's Records Retention and Disposition policy, Information Technology has contracted Shred-it, a leading company in document management, to implement a document disposal program.

- Through this program, shredding services are made available to the entire Graduate Center community to facilitate the safe disposal of sensitive and confidential documents.
- The locked shredding console bins are located on each floor and are serviced every two weeks by Shred-it personnel.
- The physical shredding of the paper occurs at a Shred-it facility, with a certificate of destruction presented after every scheduled service.

* Please note that these bins are to be used to dispose of sensitive and confidential material only and are not to be used for paper recycling.

* Please be mindful that documents will not be retrieved once deposited.

* Keep in mind that the contract between IT and Shred-it is limited to courtesy bins only. Individual office bins are the responsibility of such offices to assess the need for, contract separately for, manage pickups for and any other services needed.

* On call shredding services are handled by the Purchasing department on an individual basis.

To learn more about Shred-it and the services it provides, please visit: http://www.shredit.com/en-us/home.