

### **If I have questions about retention, is there someone I can contact?**

Disposition of confidential records stored on CD's, DVD's, USB, Microfiche/Film ... contact the Resource Recovery Manager at [recycle@binghamton.edu](mailto:recycle@binghamton.edu) for more information.

Contact the Records Management Officer at [RMO@binghamton.edu](mailto:RMO@binghamton.edu) for assistance with questions on disposition of records that you may have.

### **What is considered sensitive information that requires shredding before disposal?**

Please follow the link to Risk Management and Administrative Compliance.

<http://www.binghamton.edu/rmac/information-security/confidential.html>

### **How is sensitive information handled by the vendor, since the shredding is done off-site?**

The University's current shred provider provides a certificate of destruction upon request. The certified contractor is the only entity that handles the paper placed in the shred bins on campus.

### **Is it appropriate to use shredders located on campus and then to recycle the shredded material?**

Yes. Once the documents containing sensitive information are shredded, they can be left for pick up as recycling and do not need to be put into a shredding lock bin.

### **How do I request a confidential shredding lock bin?**

If a cart is needed for confidential document disposal submit a service request to Physical Facilities Customer Service using the web based service request or by contacting your building administrator to place a service request for confidential paper destruction.

- Information needed in the service request:
  - Location
  - If request is for removal of full cart, replacement of full cart, and/or temporary placement of new cart.