

FREQUENTLY ASKED QUESTIONS

CAMPUS DOCUMENT DESTRUCTION/RECYCLING DAY

- Is this just for the LARTS building?**

No this is open to the entire campus community.

- How does a department get a 64-Gallon secured tote?**

Submit a work order to facilities for a tote no later than the end of the day Monday 12/2

- How long do we have the totes for?**

Friday 12/6 through Thursday 12/12

- What can and cannot be shredded?**

Can Be Shredded: Paper documents of all sizes, paperclips, staples, manila folders, hanging folders, small paper clamps.

Cannot Be Shredded: text books, x-rays, any media items, large paper clamps or larger spiral notebooks, 3 ring binders. Anything with thicker metal on them.

- Can I just put a three-ring binder with documents within into the tote to be shredded?**

No, Three-ring binders cannot be recycled or shredded as part of this program. Please take all documents out of the three-ring binder that are to be shredded and insert into the tote provided The three-ring binder can be either saved or thrown out as regular solid waste.

- Can I bring boxes of documents down to be shredded?**

No, there will be no shredding occurring on campus. All documents to be destroyed need to be inserted into the 64-gallon secured totes. Departments that have documents to be destroyed need to submit a work order to Facilities to have a tote deployed to their area no later than Monday 12/2.

- What if I have confidential documents that need to be shredded?**

The totes are locked so confidential information can be securely placed in the totes for destruction/recycling.

- How do I know what can and cannot be shredded in accordance with the Massachusetts record retention regulations?**

Please see link to Commonwealths Records Retention Schedule Quick Guide.

<https://www.umassd.edu/media/umassdartmouth/administrative-services/Massachusetts-Statewide-Records-Retention-Schedule.pdf>

- How will textbooks be recycled?**

There will be a separate textbook recycling event that will be scheduled at a later date.

- Will department utilizing this shredding service be charged?**

No

- How will empty file cabinets be disposed of?**

At this time if a file cabinet is empty please keep it in its location. Once it is determined how empty file cabinets are going to be managed there will be a communication to the community.