

College Procedure: 304.10 – Shredding Confidential Information

Policy Reference: 304 – Campus Safety and Security
Responsible Department: Facilities and Public Safety
Approval Authority: Cabinet
Procedure Owner: Vice President, Facilities and Public Safety
Effective Date: 06/27/2014

Version Number: 3
Legal Counsel Reviewed (yes/no): No
Scope: College-wide

Reason for Procedure

Confidential documents and records must be securely maintained and periodically destroyed/shredded to prevent potential danger to individuals' confidential information. This procedure specifies the methods and responsibilities for the destruction/shredding of confidential documents and records.

The Procedure

Confidential Documents and Records

Any document, photograph, sound recording, data processing software or other material, regardless of the physical form that contains personally identifiable information that directly identifies a person or makes the person's identity easily traceable must be destroyed. Identifiable information includes but is not limited to:

- Social security number.
- Name and a date of birth.
- K number, credit card number or EagleCard number.
- Education records which includes but is not limited to: graded exams, term papers, transcripts, class rosters and student/team projects.
- Other information regarding students, including, but not limited to: records of disciplinary proceedings, housing records and membership in student organizations in which social security numbers are used.
- Faculty and staff personnel records including driver's license numbers.
- Medical records.
- Any other information considered confidential in accordance with the provisions of the Federal Educational Right to Privacy Act (FERPA).

Confidential Records Coordinator

It is recommended that each academic and administrative unit of the College designate a Confidential Records Coordinator. The Confidential Records Coordinator shall work with faculty and staff to ensure the proper collecting, storing and destroying/shredding of confidential documents and records.

Standard Shred Process

Facilities shall contract with a reputable vendor to supply locking containers to be located in each department of the College. These containers shall be used for the disposal of ALL Confidential Documents and Records. Kirkwood Campus Security will have a key to open containers should an item need to be retrieved from the container. A report will be made each time a container is opened by Campus Security. Containers shall be emptied every two weeks and the vendor will provide a certificate of destruction to Facilities for each container.

Out of Cycle Process

If a department will be doing records clean up and disposal, extra containers can be provided at the expense of the department. Call Facilities at x5561 two weeks prior to the clean-up to obtain a quote and coordinate the disposal.

Improper Disposal

Confidential records found by any employee in a location other than a confidential shred container, such as in trash receptacles, recycle bins or other locations, should be brought to the attention of the employee's supervisor for further action consistent with this procedure.

References

[Items to Shred](#)

[Shredding Off Site Description](#)

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	06/27/2014	Tom Kaldenberg, Vice President, Facilities and Security	New procedure

Version Number	Date Approved	Approved by	Description of Change
2	06/05/2018	Cabinet	New template
3	09/10/2019	Cabinet	Procedure template