

LIBRARY SHREDDER

The WIU Libraries has a large-capacity shredder for use in the secure destruction of University records, as per state law. This policy will help define how offices across the University may make use of the shredder for records management purposes.

PROCEDURES

When WIU offices would like to use the Malpass Library shredder, the following procedures must be followed.

- WIU offices will contact the WIU Archives and Special Collections for permission to use the shredder.
- Once granted permission, WIU offices should contact the WIU Archives and Special Collections to schedule a time to use the shredder. The shredder will be available to outside offices one day a week, as determined by the Archives and Special Collections.
- At the appointed time, the individual responsible for doing the shredding is referred to the Archives and Special Collections on the sixth floor of Malpass Library. The individual must sign in the shredder log book and leave their WIU ID card with an Archives and Special Collections staff member in exchange for the keys to the storage facility and the shredder.
- The Archives and Special Collections staff member will demonstrate how to use the shredder.
- Users of the shredder must keep the door to the storage facility locked at all times.
- Users of the shredder are responsible for the materials being shredded, including transportation of the materials to and from the library, as well as the shredding process itself.
- The WIU Libraries will not store materials waiting to be shredded at a later date.
- The Archives and Special Collections staff is responsible for the ongoing removal of bags of shredded materials and keeping the Administration Office informed of users of the shredder and people using the shredder in the storage facility.

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Approved by Dean of University Libraries