

APPENDIX 3

GUIDELINES FOR PURCHASE OR RENTAL OF DOCUMENT SHREDDING EQUIPMENT

Provide any and all applicable information to your agency records manager or records management analyst. The justification may be prepared on a separate page attached to the order. The agency records manager or records management analyst must approve all orders or rental agreements. The following information should be included:

1. **Signature Approval** by the agency records manager or records management analyst.
2. **Identification of the Records Retention Schedule (RRS):** Include RRS number(s), approval number(s) and item number(s).
3. **Explanation** of how the worksite has disposed of confidential records to date.
4. **Description of Volume of Material to be Destroyed Per Month.** Volume may be defined as sheets, files, cubic feet, etc. and it should describe any unique circumstances that may affect processing i.e. computer printout paper, bound or fastened material, etc.
5. **Health and Safety Issues** supporting the need for in-house equipment.
6. **Procedures for Use and Safeguards Against Abuse**-Includes detailed procedures for equipment use (who, when and how).
7. **Selection Criteria for Equipment.** Equipment should be demonstrated by the supplier. Materials used for the tests should be comparable, if not identical to the material to be destroyed.
8. **Benefit and Cost Analysis.** Particular attention should be directed to the “pros and “cons” of possible alternatives, such as the use of a Recycling Center, on-site destruction services, contract suppliers, etc. Be sure to include discussion on the cost of personnel who will be operating the equipment.
9. **Evaluation of whether the paper will be recycled.** Materials destroyed at the State Destruction/Recycling Center or through contract suppliers is recycled. Contact the State of California, Integrated Waste Management Board for information on recycling possibilities, if recycling is not available at your worksite.
10. **Unusual Circumstances.** Describe in detail any unusual or exceptional circumstances that add or override any other considerations.