



STATE RECORDS

California Records & Information Management (CalRIM)

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Web Site <http://www.pd.dgs.ca.gov/calrim/default.htm>

GUIDELINES FOR THE PURCHASE OR RENTAL OF DOCUMENT SHREDDING EQUIPMENT

Provide all information applicable to your agency records manager. The justification may be prepared on a separate page attached to the order. However, a copy must be attached to the file copy of the order. All orders or rental agreements must be approved by the Agency Records Manager or Records Management Analyst.

- Signature approval by your agency records manager or records management analyst. Identify the Records Retention Schedule number (s), approval number (s), and item number (s) for records to be destroyed.
- Explain why the State Destruction Center or a contractor from the State Contract for Confidential Records Destruction cannot be used. Explain how the work-site has disposed of confidential records to date
- Volume of material to be destroyed, i.e., per month. Volume may be defined as sheets, files, cubic feet, etc., and should describe any unique circumstances that may affect processing, i.e., computer printout paper, bound or fastened material, etc.
- Health and Safety issues supporting the need for in-house equipment. Include procedures for use and safeguards against abuse. Include information concerning the retention scheduling of the records involved and detailed procedures for equipment use (who, when, and how).
- Selection criteria for equipment selection. Equipment should be demonstrated and determined to be compatible to the proposed application. Materials used for the tests should be comparable, if not identical to the material to be destroyed.
- Benefit/Cost analysis. Particular attention should be directed towards possible alternatives, such as use of the State Destruction Center, contract vendors, or other services. Be sure to include discussion of the cost of personnel who will operate the equipment.
- Will the paper byproduct be recycled in an existing program? Material destroyed at the State Destruction Center or through contract vendors is recycled. Contact the California Integrated Waste Management Board if recycling is not available at your work site for information on recycling possibilities.
- Describe in detail any unusual or exceptional circumstances that add to or override any other considerations.

For assistance or other records management information or literature, please contact **CalRIM** at above address, phone or fax number, or visit our web site.

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