If I have questions about retention, is there someone I can contact?

Disposition of confidential records stored on CD’s, DVD’s, USB, Microfiche/Film … contact the Resource Recovery Manager at recycle@binghamton.edu for more information.

Contact the Records Management Officer at RMO@binghamton.edu for assistance with questions on disposition of records that you may have.

What is considered sensitive information that requires shredding before disposal?

Please follow the link to Risk Management and Administrative Compliance.
http://www.binghamton.edu/rmac/information-security/confidential.html

How is sensitive information handled by the vendor, since the shredding is done off-site?

The University’s current shred provider provides a certificate of destruction upon request. The certified contractor is the only entity that handles the paper placed in the shred bins on campus.

Is it appropriate to use shredders located on campus and then to recycle the shredded material?

Yes. Once the documents containing sensitive information are shredded, they can be left for pick up as recycling and do not need to be put into a shredding lock bin.

How do I request a confidential shredding lock bin?

If a cart is needed for confidential document disposal submit a service request to Physical Facilities Customer Service using the web based service request or by contacting your building administrator to place a service request for confidential paper destruction.

- Information needed in the service request:
  - Location
  - If request is for removal of full cart, replacement of full cart, and/or temporary placement of new cart.