

Baltimore County Public Schools
Department of Business Services
Distribution & Print Services

Subject: SHREDDING		Operating Procedure: OP 5006.7	
Effective Date: July 1, 2006	Revised Date: July 1, 2006	Distribution: ACCOUNT MANAGERS	
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Policy:

The Office of Distribution Services provides service of picking up sensitive documents for shredding.

Procedures:

Pack materials for shredding in cartons sealed with strong tape. Mark on each carton "SHREDDING".

Complete a "T" transfer requisition (OP 5008.0) and send to the Office of Distribution Services listing the number of cartons, description and location.

Cartons will be picked up in a timely manner.