

Finance Office  
Purchasing Department



237 High Street  
North College  
Middletown, Connecticut 06459  
860 685.2122 Fax:860 685.2520

*Date: January, 2014*

Attention All Staff:

In the interest of improved information security, Wesleyan University has engaged **Proshred Security** to service our information destruction requirements. **Proshred** will place their executive containers in convenient positions in your departments. All sensitive, confidential and proprietary materials must now be disposed of in these security cabinets.

Please refrain from throwing these materials in regular trash or recycling containers. All paper placed in the containers is destroyed and then recycled. We have instituted this improved program to:

- Meet Wesleyan's policy on privacy of information
- Meet the requirements of all laws and regulations
- Increase our environmental consciousness
- Minimize staff involvement in non-core activities

All paper products, including file folders and envelopes can be placed in the containers one-way paper slot. There is no need to remove paperclips, staples or any other metal fasteners. Small quantities of CD's, DVD's tapes, microfiche, and other plastics may be included. Please review the label on the top of the containers which details the items that we must refrain from placing in the containers.

Once a month, **Proshred's** security personnel will collect the material placed in the containers and destroy it at our site in their mobile shredding vehicles. We believe this is the most efficient and secure way to ensure our information security. If you have any questions about the program, please contact me:

*Olga Bookas*  
*Director of Purchasing*  
860 685-2122  
[obookas@wesleyan.edu](mailto:obookas@wesleyan.edu)

As a guide to help you decide what to shred and what not to shred please review the information below and post in a visible area near your desk. This guide does not establish corporate document retention policies or guidelines. Rather, this policy addresses only the method of assuring the secure destruction of information and materials, which are being discarded.

### **Do Include**

All media (meaning all methods and channels of communication, i.e., e-mail, correspondence, facsimile, copy) that has not been released to the public is to be considered proprietary information. This includes but is not limited to the following items:

- All accounting and financial documentation
- All customer support documentation
- All human resource documentation
- All sales and marketing documentation
- All operations and technical support documentation
- Reports, records, files, studies, analyses, bids, budgets, forecasts, blueprints, associate files and records, support and training material, diskettes, video tapes, CD's, microfiche, transparencies, photos, carbon paper, etc.
- Correspondence such as memos, letters, business cards, credit cards
- Any material that includes your company name or customer information
- Databases maintained in Research Labs
- Billing information and Registration records
- Lab Report Slips

### **Do Not Include**

- Any food items or food containers or wrappers including plates, cans cups, drinks
- Packaging or wrapping materials such as copy paper wrapping
- Glass, metal, solid wood products, solid plastics, polystyrene and Styrofoam
- Toner cartridges
- Wet waste, liquids, paper towels, and tissues
- All materials in general circulation such as newspapers, magazines

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Pricing:

Executive containers (see below picture): 35 gallon **\$9** monthly cost each.

Pricing on 65 gallon bins is **\$15.00 and \$25.00** for 95 gallon bins

**If you are interested in participating in this service, please contact Olga Bookas and provide your department's smartkey.**

The locked executive containers will be placed on the hallways for easy access. Once a month, **ProShred** will automatically come at each location and empty the executive containers. They will shred in total security to their shred truck; parked near at your department.

**New** ~ ProShred has increased their services to include media destruction. In addition to secure paper destruction they can securely destroy and properly dispose of hard drives, CD's, VHS tapes, floppy disks, microfiche, and x-rays. They can also dispose/recycle computers, monitors as well as other electronic waste.

Please note that your department will be charged by the Finance Office a monthly service cost of \$9 per console. For sporadic clean outs, please contact Olga Bookas at ext.2122 for delivery and pricing of 65 and 95 gallon portable containers.

**ProShred** is the only mobile shredding company to have earned **ISO 9001: 2000** certifications.

**Locked Executive container**

