**Records Management Section Fact Sheet November 2021**

**Confidential Shred Containers for Witnessed Paper Shredding**

State Records Center (SRC) Pick-up and Delivery

The SRC offers lockable shred containers for witnessed paper destroy. The paper from the containers will be shred into ¼” strips (P-2 Security Level) using an industrial strip-cut paper shredder at the SRC. For a monthly service charge the lockable bins will be exchanged and the paper shred by an SRC Inventory Control Coordinator. This service allows us to provide a witnessed confidential destroy in addition to our existing confidential paper/media destroy services. The witnessed confidential destroy paper will be collected in lockable shred bins and shred while a member of our staff and/or your agency staff member observes.

PLEASE BE SURE THAT NO METAL IS PLACED WITHIN SHRED BINS (SUCH AS PAPER CLIPS, BINDER CLIPS, AND HANGING FILES.) FOREIGN OBJECTS LIKE THESE ARE DAMAGING TO THE SHREDDER.

Process & Fees:

* The monthly rental is $27.00 per shred container with one scheduled exchange each month.
* A set monthly exchange date will be scheduled with the SRC.
* Once at the SRC, the paper will be witnessed shred and collected in large cardboard containers (Gaylords).
* The shredded paper is placed in the SRC confidential shred trailer, sealed, tagged, and transported to the Fort Howard Corporation for certified destroy.
* There is NO charge for witnessed destroy paper boxes delivered to the SRC, same as non-witnessed confidential destroy paper.
* Delivery of witnessed paper destruct or confidential paper destruct must be scheduled with the SRC.
* For additional pickups, contact the SRC. A fee of $14.00 will be added to the monthly rental.
* The containers are 65-gallon capacity, 30” L x 25” W x 41” H and have locked slotted lids for security.
* To witness the destruction, you must schedule a time with the SRC.
* A Certificate of Destruction will be sent upon request.

The existing SRC confidential paper/media destroy service will not change.

If you have questions call (608) 266-2995, DOADEORecordsCenter@wisconsin.gov