

Confidential Shred Bins for Witnessed Paper Shredding

State Records Center (SRC) Pick-up and Delivery

The SRC offers lockable shred bin containers for witnessed paper destruction for permanent office buildings. The paper from the containers will be shred into ¼” strips (P-2 Security Level) by an industrial paper shredder at the SRC. For a monthly service charge the lockable bins will be exchanged and the paper shredded by an SRC Inventory Control Coordinator.

Please be sure that only paper is placed inside the shred bins and not plastic or metal (such as paper clips, binder clips, clipboards, hanging files, etc.), as foreign objects like these are damaging to our shredder.

This service is intended **exclusively** for highly sensitive, confidential documents that need to be destroyed on-site by SRC staff and come from permanent office locations. The service is not intended for offices downsizing or relocating. The SRC is happy to provide our alternative service of picking up/receiving confidential paper documents and media appropriately and individually boxed up. For more information on this service, please refer to [Fact Sheet #4](#), “Options for Destruction of Paper Records.”

Process & Fees:

- The containers are 65-gallon capacity, 30” L x 25” W x 41” H and have locked slotted lids for security.
- The monthly rental is \$27 per shred bin whether an exchange is needed or not within a given 30-day period.
- If two exchanges are needed within a 30-day period, the cost for the second bin exchange will be \$14.
- Containers are exchanged as needed; please contact the SRC to set up a day and time to schedule.
- Once at the SRC, the paper will be witness-shredded by staff 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 either witnessed destroy paper boxes or non-witnessed confidential destroy paper boxes delivered to the SRC.
- Delivery of witnessed or non-witnessed paper destruct boxes must be scheduled with the SRC.
- To witness the destruction yourself, you must schedule a time with the SRC.
- A Certificate of Destruction will be sent upon request.

If you have any questions, please call the SRC at (608) 266-2995 or email DOADEORecordsCenter@wisconsin.gov.