

0340.07 Destruction of Confidential Records

Issued January 6, 1997

SUBJECT: Destruction of Confidential Records

APPLICATION: Executive Branch Departments and Sub-units, the Judicial and Legislative Branches of State Government.

PURPOSE: To provide and administer services necessary to properly destroy confidential records for State agencies.

CONTACT AGENCY: Department of Management and Budget (DMB)
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SUMMARY: Facilities Administration, Operations Division administers confidential records destruction contractual services for State agencies.

APPLICABLE FORMS: Affidavit of Destruction

PROCEDURES:

Methods of Disposal:

- Departments may dispose of records locally by shredding. Standards for shredding documents can be found in IRS Publication 1075, Tax Information Security guidelines for Federal, State and Local Agencies and Entities, and National Institute of Standards and Technology (NIST) Publication 800-88 Guidelines for Media Sanitation. The IRS regulation requires the use of a crosscut shredder, or shredding confidential documents perpendicular to the sensitive data. Shredding should be done to a width of 5/16 inch wide or smaller for paper. Shredded paper should be included with recycled paper. Microfilm should be shredded to a 1/35 inch by 3/8 inch strip. NIST requires cross cut shredders to produce particles that are 1 x 5 millimeters in size.
- Departments that have sufficient volumes of confidential documents to destroy that would make in-house shredding impractical and are located within Ingham, Eaton and Wayne counties are required to make use of the existing contractual services.
- Departments that have sufficient volumes of confidential documents to destroy that would make in-house shredding impractical and are located outside of the counties listed above, have the option of using the existing contractual services if available for your location or they may make arrangements with another service provider within their Department's delegated authority.
- Electronic media should be disposed of in accordance with Administrative Guide procedure 1350.90, Secure Disposal of Installed and Removable Digital Media.

- Please note that DMB Agency Services does not provide services to transport confidential records for the purpose of destruction of those records.

Facilities Administration, Building Operations Division:

- Administers contractual services to ensure the proper and efficient destruction of confidential records and media for all State agencies.
- Maintains a website with the confidential document destruction contract information. Information located at <http://www.michigan.gov/dmb/0,1607,7-150-9152-70817--,00.html>.
- Oversees charges based on the type of destruction to be performed.
 - A minimum charge will be applied to all processes.
 - Additional charges may be placed on those items, which are required to be disposed of at a landfill, e.g., materials with carbon, plastic wrap or other impurities that would prohibit recycling.
- Bills agencies monthly through MAIN R*Stars using proper coding.
- Ensures that once documents are shredded, materials are properly recycled. The current contract requires the contractor to recycle destroyed documents.

Agency:

- Responsible for records and protection of confidential information until documents are destroyed on-site or accepted by a contractor who certifies the destruction of documents.
- Maintains appropriate controls on confidential information as required by PA 454 of 2004 and follows any applicable laws, policies, and procedures related to record destruction.
- Utilizes the State contracted service provider when coverage exists in their area and arranges pick-up schedule with contracted service provider. Provides all appropriate account code information necessary to bill for service prior to receipt of material to be processed.
- Materials received for the destruction process must be clearly marked for destruction and provide identification including the department, agency, facility address and accounting information for which services are being provided.
- When arranging for pick up of confidential documents by the contractual services provider the Agency will provide the facility address where the pick up is to be made, an index number for the Agency and a contact name and phone number.
- An Affidavit of Destruction is available if necessary indicating the department and agency for which destruction was performed, the date of destruction, the number of containers, items destroyed, and the signature of the individual who performed the destruction.

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