

DESTRUCTION CERTIFICATE

Western Illinois University - Macomb Campus

This certificate authorizes _____ to destroy _____ cu. ft./boxes that may be picked up and shredded after following date _____.

Options (there is no cost for either of these services):

1. The Malpass Library large capacity shredder may be used to destroy records. If you choose to use this shredder, your office will need to supply a staff member or student worker to do the shredding. Training will be provided by Archives staff. This certificate must be sent to the following individual to arrange training and shredding.

Contact: Bruce Ackers
Records Officer
Malpass Library – Archives & Special Collections
(309) 298-2717
BE-Ackers@wiu.edu

2. The university has a contract with Bridgeway to handle large quantities of shredding. This certificate must be sent to the following individual to schedule the pickup of your records and placed with the boxes for pickup.

Contact: Kirk Hare
Building Service Supervisor
Facilities Management - Building Services
(309) 298-2855
KD-Hare@wiu.edu

TO BE COMPLETED BY THE REQUESTING DEPARTMENT

Contact: _____

Email: _____ Phone: _____

Location for pick up: _____

Additional Information: _____

Authorized by: _____

Bruce Ackers, Records Officer

Date