

Shred Bins Policy

1.0 Policy Statement

City of Mount Pearl shall implement a policy and procedure for handling confidential documents. The Records and Information Management Officer shall designate an appropriate individual to serve as the Facilitator (Facilitator) of this process for a given facility. The Facilitator may designate an additional person to assist with the administration of this policy (Authorized Person).

2.0 Background

City facilities maintain document-shredding bins that serve as secure, temporary storage for confidential documents until the document-shredding vendor collects the contents of the bins for final destruction processing. The bins may contain sensitive documents with sensitive information of citizens, employees, suppliers, etc. Each facility shall decide whether to have a key to the document-shredding bins on site to access the bins if such access is necessary.

3.0 Scope

This policy applies to all City of Mount Pearl facilities and to all City of Mount Pearl documents.


4.0 Purpose

This policy is designed to provide guidelines for document-shredding bin access and key security and management, as well as direction on how to request additional bins if necessary.

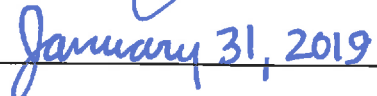
5.0 Related Documents

Refer to the City's companion document: *Shred Bins Procedure*

6.0 Approvals



Steve Kent, Chief Administrative Officer



Date