

# **MICHIGAN STATE** **UNIVERSITY**

## **MSU Recycling Confidential Material Destruction Program Disclosure Statement**

### **Service Disclosure**

- A confidential container(s) is requested by an MSU department.
- A service request is generated for the delivery of the specified container(s).
- The requested container(s) is delivered by MSU Recycling. It is secured with a lock that a limited number of staff can open.
- The department contacts MSU Recycling when they need the container removed or if they need a replacement.
- MSU Recycling retrieves the locked container, loads it onto a box truck, secures the overhead truck door and transports it to the Material Recovery Facility.
- Locked containers are unloaded and either placed in a secured cage to await shredding (depending upon when they are delivered) or are immediately staged for shredding. The shredder is in use daily.

### **Shredding Disclosure**

- Locked containers are placed into a cart-tipper that feeds the shredder. The lock is removed at that point, and the container is tipped into the hopper that feeds the shredder.
- The shredder utilizes knives and a screen to reduce the material to a confetti-type particle of various sizes, all smaller than 2" x 2". After the material is shred, it is commingled with other paper collected from campus and baled.
- Baled paper is shipped to a mill in Southwest Michigan that recycles it into tissue products.

### **Security Disclosure**

- Confidential materials are in a controlled access area at all times. However, it is important to note that while the Surplus Store and Recycling facility is a key-card access building after hours, it is a public building from 8am – 4pm.
- The particle size and method of handling provides a layer of security making documents practically unreconstructable. There are currently no official standards for the particle size of shredded material laid out by governing bodies.

If you have any further questions regarding the destruction of confidential materials at MSU Recycling, please contact us at 355-1723.



## **SURPLUS STORE AND RECYCLING**

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East Lansing, MI 48824

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[www.recycle.msu.edu](http://www.recycle.msu.edu)  
[www.msusurplusstore.com](http://www.msusurplusstore.com)

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