

<b>Subject:</b> Record retention	<b>Page Number:</b> 1
<b>Effective Date:</b> 11/1/2023	<b>Approved by:</b> Administration
<b>Approved Date:</b> 11/1/2023 <b>Revision Date:</b>	<b>Reviewed:</b>

To facilitate compliance with the University record retention policy, all faculty and staff shall follow these procedures regarding record retention.

**Procedures:**

- Ensure that the documents to be shredded are not on our retention schedule (see page 2).
  - If the items are on the list, they must be packaged in bankers boxes and a records storage form must be completed, which can be requested from the records librarian. Once the form has been completed and approved, contact physical plant and arrange to have the boxes delivered to the records storage area in the library. Label each box with the corresponding number on the form.
  - If the items are on the list but still need to be destroyed, a destruction form must be completed and submitted to the records librarian who will forward to the State for approval. This form can be requested from the records librarian.
- If the items are not on the retention schedule, they should be boxed and sealed.
- Send an email to Brandon Hudson, Sales Manager/Operations Manager, at On-site Secure Shredding(OSS) at [bhudson@oss-shred.com](mailto:bhudson@oss-shred.com) and provide the following information:
  - a. Department Name
  - b. Contact Person Name, Email address, and Phone Number
  - c. Campus Pick-up Location (Building Name and Physical Address)
  - d. Hours of Availability for Pick-up
  - e. Number of Boxes, by size

**NOTE: If the box(es) to be picked up for shredding are located in the Records Retention area of the Library, you must instruct OSS to coordinate the pick-up date and time with Heather Pilcher: 318.342.1054 / pilcher@ulm.edu.**

- After the services are completed, the Contact Person provided above will receive an invoice from OSS based on the following per-box rates:
  - a. \$4 per Banker box
  - b. \$5 per Standard Letter box
  - c. \$6 per Legal Letter box
 There is a Service Charge of \$25 for low volume, which is under 20 boxes
- OSS will send you the invoice to contact name of the person provided. You will be responsible for promptly submitting a Check Request for payment. NOTE: All shredding should be charged to Account 703999




**RECORD TRANSMITTAL  
AND RECEIPT FORM**

**RECORDS CENTER**

NOTE: Send Original to Record Center.  
One Receipted Copy Will Be Returned.

SSARC 103 (R 11/2010)

1. Name and Address of Agency University of Louisiana Monroe 700 University Library Monroe, LA 71209				SECRETARY OF STATE DIVISION OF ARCHIVES RECORDS MANAGEMENT & HISTORY P.O. BOX 94125, Capitol Station Baton Rouge, Louisiana 70804-9125			
2. Records Officer and Title Heather R. Pilcher, Asst. Prof., Coord. Coll. University Library		3. Date 8-10-2023					
Phone No. 318-342-1054		4. Transfer to: ULM Library-Room 511					
7. RECORDS CENTER BOX NO.  (Records Center Use Only)  2-5-2023	8. AGENCY BOX NO.  1	9. DATE OF RECORDS TO BE TRANSFERRED				5. No. of Boxes Transferred  7	6. Disposal Date  Perm
		Month	Year	thru	Month	Year	RECORDS SERIES TITLE
1 of 7	1		2013			2013	Misc. College of Pharmacy Purchase Orders
2 of 7	2		2014			2014	Misc. College of Pharmacy Purchase Orders
3 of 7	3		2014			2014	Misc. College of Pharmacy Purchase Orders
4 of 7	4		2015			2015	Misc. College of Pharmacy Purchase Orders
5 of 7	5		2016			2016	Misc. College of Pharmacy Purchase Orders
6 of 7	6		2020			2020	Misc. College of Pharmacy Purchase Orders
7 of 7	7		2021			2021	Misc. College of Pharmacy Purchase Orders
Total Boxes on this page 7		<b>SECTION BELOW FOR RECORD CENTER USE ONLY</b>					
LOCATION							
SECTION DD	SHELF 3-4	Date Received 8-15-2023		Date Shelved 8-15-2023		Transferred to Records Center Date	
Page 1	Total Pages 1	Verified By: <i>Heather R. Pilcher</i>				Records Inspected By:	