

RECYCLING'S CONFIDENTIAL PAPER SHREDDING POLICY
Adopted 5/23/06

1. PURPOSE

The purpose of this policy is to define and clarify the paper shredding process performed at Tuscola County's Recycling Center.

2. POLICY

2.1 Confidential paperwork is defined as sensitive material that requires immediate destruction when it arrives at our recycling facility. This service is available to all area businesses and residents for a fee (\$.10 per pound for businesses and \$.05 per pound for residents). When confidential paperwork arrives at our facility, it is weighed and immediately shredded by one of the Recycling Center's four employees. The business or resident then receives an invoiced bill and a certificate of destruction.

2.2 Tuscola County Recycling Center offers confidential paperwork shredding to all County offices and departments. If the Building and Grounds Department brings confidential paperwork to our facility from a County office, there is no charge to that office to shred the material. One of our four county employees immediately shreds the sensitive material when it arrives. Although we consider it priority, the material is not weighed and the office who sent the material receives no documentation of its destruction.

2.3 If a County department personally brings confidential paperwork to our facility and requests a Certificate of Destruction and/or needs to watch the paperwork get shredded, there is a \$.10 per pound fee.