

MCCCD Document Destruction Services

Location	College Contact	Vendor	Frequency	Service Availability	Process	Destruction Location
CGCC	Thomas Nicol	No destruction contract. Large shredder housed in Receiving and another in A&R; receiving currently shreds documents for departments on request. Contract with Abitibi for recycling.				
EMCC	Leda Johnson	No destruction contract. Shredder housed onsite; college shreds documents on request. Contract with AZ Center for Blind for paper recycling.				
GWCC	Charles Poure	Arizona Center for the Blind	Bins are rotated out and replaced by request	Continuously available to all	Shred bins (pad locked) and recycle bins located campus-wide	Bins are picked up from the Central Plant (replacing empty for full); vendor shreds documents offsite and recycles shredded materials
GCC	Regis Della-Calce	International Paper	Twice a month; call for additional pick up	Open to all—paper recycling and certified document destruction	Blue bins (shred) and black bins (recycle) padlocked and located campus-wide; campus M&O move full bins to central location	Bins picked up from centralized location (replacing with empty bins); destruction offsite and vendor provides certificate of destruction
MCC	Kurt Conover	No destruction contract or onsite services				
PVCC	Jeanette Saxon	International Paper / Weyerhaeuser Cintas (trial period)	Every two weeks or upon request (made through Facilities Services) Cintas pickup same as IP/W	Available to all 65 gal container (A&R, Counseling/Advising/Public Safety, KSC/Student Union and 40" executive console (Admin, HR, Testing, Cont Ed, Fiscal)	Locked bins located campus-wide Limited locations for Cintas bins	Bins picked up by vendor and replaced with empty; documents shredded offsite; vendor provides destruction documentation with monthly invoice Cintas bins are locked, document of destruction submitted onsite after shredding; shredding onsite and can be viewed via video screen (only Fiscal uses this service)
PC	Ronnie Elliott Paul DeRose	Assured/TCH	Monthly	All PC departments	Contact PC Employee Services to 1) get key to central locked bin location or 2) meet an employee who will unlock site; large deliveries can use PC Receiving to pick up	Locked bins are picked up by vendor and replaced with empty bins; documents shredded offsite; special pick-up may be scheduled for big jobs
Rio	Todd Simmons	Abitibi Consulting City of Tempe TCH (Security)	Every two weeks	Anyone at Rio	Locked bins provided by vendor located around Rio location(s)	Locked bins are picked up by vendor and replaced with empty bins; documents shredded offsite
SCC	Karen Johnson	Shred-It	Every other week on Wednesday	Available to all	20 secure consoles located campus-wide; contact Karen Johnson or Ray Cruz for additional shredding needs	Vendor destroys documents onsite and provides certificate of destruction after
SMCC	Dzung Tran	International Paper	Once a month, average	Available to all	Giant locked bins located around campus; vendor is called when bins are full and replaces with empty bins	Vendor destroys documents offsite; provides two certificates showing number of pounds recycled
DIST	Darren Stroughter	No destruction contract. Large shredder housed in Receiving and some individual departments contract out.				