



## Purchasing Department

700 University Avenue, Coenen Hall 140 | Monroe, LA 71209

P 318.342.5205 | F 318.342.5218

### Document Destruction

1. Contact [Heather Pilcher](#), ULM Coordinator of Collections, regarding your department's records retention policy to ensure that the documents can be shredded.
2. 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 and Index/Fund that will be charged for the service
  - 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 boxes 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](mailto:pilcher@ulm.edu).**

3. 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

4. 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.

***Proceeds from the services performed by On-site Secure Shredding still benefit ARCO***

# #TAKEFLIGHT