



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. Costs:

Banker's Box/30 lbs.	@ \$3.20 per box
Standard Letter/40 lbs.	@ \$4.26 per box
Legal Box/ 50 lbs.	@ \$5.33 per box
95 gallon container	@ \$21.30 per container
3. Send an email to Missy Robertson, Resource Director of ARCO, at missy@arcomonroe.org and provide:
 - a. Departmental budget information including: INDEX, FUND, ORGN, PRG. Note, all shredding should be charged to Account 703999.
 - b. Department Name
 - c. Contact Person
 - d. Camus pick-up location
 - e. Hours of availability for pick-up
 - f. Number of boxes
4. ULM is invoiced on a monthly basis by Employment Development Services, Inc. ("EDS"), with the detail billing information for each department that arranged for shredding services the previous month.

#TAKEFLIGHT