

Property Control FAQs

I'm interested in getting some paper records shredded without storing them. What is the process and who do I contact?

Gather the paper records (no binders or pendaflex files, only paper and manila folders) you wish to have shredded into boxes. Paper boxes or any small to medium box with a lid (or closeable) will work great; no need to buy archive boxes if the records can be shredded immediately. Contact Property Control via email: distributionservices@csusm.edu. Include in the message how many boxes you have, their location and the chargeback number. Property Control will arrange with you to get the boxes picked up.

Is there a way to determine the length of time that a paper record needs to be archived?

Yes. The Chancellors Office has set up a website for "Records Retention and Disposition Schedules". It can be found at <http://www.calstate.edu/recordsretention/>

What size or type of box should I use to archive my paper records?

Small (10" H x 12" W x 15" D) bankers boxes are the new standard for archiving. An example would be: **Staples Advantage Item # 478887** – Bankers Box Stor/File Basic Duty Storage Box.

How do I get rid of unwanted/obsolete/broken electronic equipment?

Electronic equipment (any item with a power cord, wiring or battery) is considered to be "e-waste" and cannot be disposed of by sending it to the trash. This type of equipment must be properly disposed of. Any equipment that has data or memory (ie computers, I-Pads, cell phones) all need to be properly wiped of any data or confidential information that may be stored on them. Please contact the IITS HelpDesk (helpdesk@csusm.edu) for any equipment disposition that falls into this category. For any other electronics that do not have data or memory (ie, printers, monitors, calculators, etc.) please contact Property Control: distributionservices@csusm.edu Property Control will work with you to arrange pick up of your unwanted electronics.