

FAQ's – Distribution & Property Control Services

PROPERTY CONTROL

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 dispose 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.

How to I dispose of unwanted or broken furniture?

If the furniture is useable, please contact Planning, Design and Construction via their online Campus Moves Request form or by calling x4653. If the furniture is broken, please contact Facility Services, Work Control via their online Work Request Form or by calling x4601.