

TO BE COMPLETED BY THE REQUESTING DEPARTMENT

Department	Date
Department Contact	Ext.
Building	Room
(The cost for shredding service is based on total volume)	
Department:	Number of Boxes Submitted: _____
Distribution Services:	Converted to Secure Totes #: _____ Total Cost \$: _____
Cost is \$14.25 for 1/4 tote, \$28.50 for 1/2 tote, \$42.75 for 3/4 tote and \$57 per full tote.	
* A single tote can hold 5 standard size paper boxes of material. PM will transfer the material to totes and provide a copy to the department for their records.	
Speed Chart (Cost Center or Project ID)	

MODIFICATION TO THIS FORM IS STRICTLY PROHIBITED.

TO BE COMPLETED AT PICK UP

Documents Released By (signature)	Date
Documents Received By (signature)	Date
Documents Released By (signature)	Date
Documents Received By (signature)	Date

To request pick up for shredding, this form should be faxed to ext. 25220, or e-mailed to distribution_services@uta.edu. The Distribution Services department will contact you to schedule a pick up time.

At pick up a department representative will sign above to release the documents to the Distribution Services department. **The requesting department will present a completed *Records Disposition Log* (Form 13-6) at pick up to accompany the boxes to the Distribution Services Warehouse.** After all documents have been destroyed, a copy of the certificate of destruction will be sent to the department. The department will then send the certificate of destruction and destruction log to the RMA and, if desired, retain a copy in the department. For additional questions regarding document destruction contact Distribution Services at ext. 22191.