

PRAIRIE VIEW A&M UNIVERSITY

SHREDDER PURCHASING GUIDELINES

Purpose

The purpose of these guidelines is to inform university employees that handle records and are shredding documents within their office on the correct type of shredder that should be used and what to consider if you are purchasing a shredder for your department. **No records can be destroyed if it is tied to any litigation, lawsuits, open records requests, audits or any reviews. Authorization is required from the University Records Officer prior to destruction of any records.**

Guidelines

The method for secure destruction must be appropriate for the medium on which the information is stored. For paper records shredding is the usual method of destruction for paper records. In smaller quantities, paper records can be shredded by the department. It is recommended that the shredder must perform cross-cut and meet a minimum security level of **P4**. (See chart below). When purchasing the scanner you will see references to the security levels. It's best to use a shredder that is at least a security level of **P4**.

Security Level	Description	Size
P-1	This is the lowest level and is ideal for paper volume reduction and recycling.	Strip Cut. (3/8 in to 1/2 in)
P-2	This is a little smaller than the P-1.	Strip Cut (1/8 in to 1/4 in). Cross Cut (9/32 in x 1 1/2 to 3 5/32) (3/8 in x 1 1/2 to 3 5/32 in)
P-3	This produces a thin strip cut that meets HIPAA regulations for destroying Protected Health Information.	Strip Cut (1/16 in) Cross Cut (1/8 in x 1 1/8 in to 2 in) (1/4 in x 2 in) (3/16 in x 1 1/2 in to 2 3/4) (5/32 in x 1 in) (1/4 in x 1 1/2 in to 2 in)
P-4	Relatively simple cross cut. This is the most popular level.	Cross Cut (1/16 in x 5/8 in)
P-5	Ideal for sensitive but not classified information. Normally used to destroy Personal Identifiable Information (PII).	Cross Cut (1/32 in x 7/16 in)
P-6	Complex cross cut shredders.	Cross Cut (1/32 in x 3/16 in)
P-7	Has the smallest size. Used for highly sensitive documents.	Cross Cut Less than 1mm