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:** _____

Property Management: **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)

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 property_mgmt@uta.edu. The Property Management 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 Property Management department. **The requesting department will present a completed *Records Disposition Log* (Form 13-6) at pick up to accompany the boxes to the Property Management 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 Property Management at ext. 22191.