

## **Procedure for Disposal of Documents Containing Personally Identifiable Information**

This procedure will serve to support the College's initiatives to maintain the security of student and staff related documents that contain personally identifiable information.

Locked consoles, located in several areas of the College, will house documents that should be shredded (including 21[(S)4567-1-175-T10-(op)Tj] 0.004 Tc 0.118 Tw 1.52