

Office Paper Shredder Policy

Office Paper Shredder Policy

Updated: September 2024

PURPOSE

This policy provides direction on the authorized acquisition of office paper shredders.

The policy applies to all Manitoba government departments and agencies. It is directed to department/agency records management staff, managers responsible for records, and those responsible for procurement of office equipment.

Separate policy and procedures for local destruction of government records in regional offices outside of Winnipeg are included in [Procedure GRO 2: Transferring Government Records](#).

AUTHORITY

[The Archives and Recordkeeping Act, C.C.S.M. c. A132](#)

POLICY

All records destruction, regardless of format or location, must be carried out in accordance with Government Records Office (GRO) policies and procedures.

Destruction must be undertaken in accordance with retention periods and disposition actions set out in approved Records Schedules.

In Winnipeg and vicinity, records destruction is centrally and securely managed by the Government Records Centre (GRC) facility operated by the GRO.

An office shredder may be approved for purchase in situations where the normal transfer of the records to the GRC for destruction does not meet the special needs of an office. This may be due to an exceptional security risk or other unusual recordkeeping requirements.

Procurement of office paper shredders requires approval by the Manager, Government Records Office, Archives of Manitoba.

An office paper shredder approved under this policy must be maintained and operated in accordance with the following standards:

- The shredder must be stored in a locked room which is accessible only to staff authorized to use the machine.
- Responsibility for operating the shredder should be assigned to specific employees by the manager responsible.
- Only those records for which office shredding was approved should be shredded in the office. Destruction of the records must be in accordance with the provisions of an approved Records Schedule and only records due for destruction may be destroyed with an approved office paper shredder. Any records on hold, requiring a retention period, or that are to be transferred to the Archives are not eligible destruction.
- Documentation of records destruction should be maintained internally by the office responsible. This may be in the form of a log recording the records schedule, end date of records, date of shredding, and signature of the employee responsible.

HOW TO REQUEST APPROVAL FOR ACQUISITION OF A SHREDDER

Requests for acquisition of an office paper shredder must be made in writing to the attention of the Manager, Government Records Office, Archives of Manitoba (at the email address below).

Requests should state the exceptional circumstances which make the procurement of a paper shredder necessary, cite the records schedule applicable to the records that will be destroyed with the shredder, and indicate the internal procedures that will be followed to ensure that destruction of records is undertaken and documented in accordance with the approved Records Schedule.

CONTACT

For more information on this policy, the government records management program, or to submit your request contact:

Government Records Office
130 – 200 Vaughan Street
Winnipeg, MB R3C 1T5
email: GRO@gov.mb.ca

GLOSSARY

Terms used in this policy are defined in the [Glossary of Records and Information Management Terms](#).