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presents

Consolidated Document Destruction

more commonly known as Shredding

Champions for Leadership
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Goals

1. In order to conserve COE resources, Branches will consolidate their shredding machinery in a secure room.
2. This move will enable Branches to store confidential documents in a safe manner.
3. The shredding operation will be modeled on the Special Education “Micro -Business” model for Post- Secondary students.
4. By June 30, 2012, Print Services of the Digital Design & Media Services Center, within the Technology Services Branch, will have an operational Safe Room for customers to send their material to be destroyed.

Accomplishments

- Six commercial grade machines have been identified and located within the COE building.
- A temporary room has been provided by Mr. Ramon Sierras in the Warehouse area.
- Mr. Lee Blevins is currently designing the concept of a “safe room.”
- Mr. Mike Cobb, Workability Coordinator, Special Education Department, is collaborating with COE Branches, Departments, and Services on consolidation.

Successes

- When I proposed this project to my Mentor, Mr. Phil Benfield, we found out that Mr. Lee Blevins possessed a blueprint of the new Print Services, which included a Safe Room.
- We also found out that Mr. Mike Cobb initiated discussions with the various Branches, Departments, and Services on the idea of consolidation of machinery
- My project contributed to the ongoing discussions at the Branch, Division, and Services levels towards consolidating the document destruction services needed by the various customers throughout the COE building, and beyond.
- Coordination with Mr. Ramon Sierras resulted in his making available the Warehouse Workroom for our students to perform shredding operations for various customers

Key Learnings

- I learned how important document destruction is to the successful running of the various operations within the COE organization.
- One challenge is in providing “secure transportation” of customer’s material that will meet the confidentiality needs of all stakeholders.