Shred Console Tracking Sheet

Please fill in the information below and ensure that the material you want to shred matches the following records types:

- Printed email
- Working notes or memos containing ANY business or personal information
- Duplicates of documents
- Printing/copying errors containing ANY business or personal information
- Student assignments (OLDER THAN 1 ACADEMIC TERM)

Please err on the side of caution, and if you have any questions contact Archives (Tel: x4771; Email: cthibodeau@georgebrown.ca)

NAME	TYPE OF MATERIAL	DATE RANGE
(for example) Clay Thibodeau	printed email	January 2012