



## University of Pittsburgh – Records Destruction Order Form

**DEPARTMENT INFORMATION**

Request Date: \_\_\_\_\_ Requestor Name: \_\_\_\_\_ Account/Department #: PPH064200 \ \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

UNBARCODED DESTRUCTION	
Number of Cartons	Size
Total Cartons This Page:	

**\*Please use Access’s orange destruction labels for this service and apply to boxes to be destroyed. Any non-barcoded box can be used for destruction orders, i.e. copy paper boxes, moving boxes, etc...**

**\*Please separate media into individual boxes marked MEDIA**

CONSOLES AND BINS					
Type	Size	Quantity	Initial Request	Swap/Empty	Final Pick-Up
30 gallon console	22.75"W x 35.5"H x 15.75"D				
32 gallon bin	19"W x 39"H x 22"D				
68 gallon bin	24"W x 42"H x 26"D				
95 gallon bin	26"W x 46"H x 33"D				

**\*Departments are required to set a scheduled destruction rotation. Consoles and bin service is available outside your scheduled rotation upon request. Please contact Access client care at 412-321-0505.**

Comments \_\_\_\_\_

Signature \_\_\_\_\_ Passcode (if applicable) \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

Email this form to [pittsburgh@accesscorp.com](mailto:pittsburgh@accesscorp.com); FAX to Access at 412-321-0305. Please be certain to retain a copy of this form for your records.