

# Desktop Shredders in Ministers' Offices

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## Minister's Office (MO) records

Records in an MO can be records of government, constituency records, or personal records. All physical transitory government records in an MO should be dispositioned within the guidelines of the Transfers, Storage and Disposition (TSD) Transitory Records Program. Electronic transitory records can be dispositioned at the discretion of the relevant minister.

## Transitory Records Program

For small volumes of physical transitory government records, the transitory grey bins are most suitable. Most business areas in the Government of Alberta have a transitory grey bin, often located in the business centre.

If a transitory grey bin is not currently in the business area, you can request one by contacting Technology and Innovation at: [lockedbins@gov.ab.ca](mailto:lockedbins@gov.ab.ca)

For larger volumes of boxed transitory government records, a pickup could be arranged by contacting TSD at: [dispositionservices@gov.ab.ca](mailto:dispositionservices@gov.ab.ca)

## Constituency or personal records

Constituency and/or personal records can be dispositioned at the discretion of the relevant minister by placing in a blue recycle bin or disposing of them independently off-site.

In instances when immediate destruction of constituency and/or personal records is required, a desktop shredder may be used.

### Caution!

Consult the operating manual for the desktop shredder and take the necessary precautions.

## What kind of desktop shredders can be used?

Best practice within the Government of Alberta is the limited use of "cross-cut" style desktop shredders. "Ribbon-cut" (or "strip-cut") shredders should not be used as there is a higher possibility of reconstructing documents.

## What type of information can be shredded?

Desktop shredders in ministers' offices can only be used for transitory paper records (e.g., constituency and/or personal records). Official government records must be retained and disposed of according to their relevant records retention and disposition schedule.

Resources:

- [Official and Transitory Records Directive](#)
- [Identifying Official and Transitory Records Guideline](#)
- [Retention and Disposition of Official and Transitory Records](#)
- [Official and Transitory Records Flowchart](#)

### Disposal of Shredded Paper

Shredded constituency and/or personal records should be disposed of in shredding containers located in each relevant minister's building.