



ILLINOIS

JB Pritzker, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Janel L. Forde, Director

## MEMORANDUM

TO: Whom it may concern

FROM: Chip Gass, I-Cycle

DATE: March 10, 2020

SUBJECT: Department of Revenue Willard Ice Building Shred Operation

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Confidential documents cannot pass through the I-Cycle program. All confidential information should be destructed/shredded in compliance with State Records Commission; JCAR rules, laws and agency policy guidelines. 5ILCS 160 State Records Act

Due to the closure of the last NAID-certified, paper-pulping mill in the mid-west, the Department of Revenue Willard Ice Building Shred program was forced to abandon its (IRS-compliant), secure document destruction process. After researching an alternative, IDOR established a small-purchase contract, and switched to a single-stage (NAID-certified) document pulverization process.

Department of Revenue Willard Ice Building Shred is still **able** to shred/bale/recycle **non-confidential** paper waste, at no cost to the other agencies/governmental entities, utilizing its in-house shredder and baler, but the size of the shredded output is roughly 2" by 2", and is too large to meet the IRS' strict standards for record destruction, so it can no longer be utilized for IDOR-purposes. (Please see attached images of actual paper sizes with this process.)

Agencies (governmental entity) that wishes to use this free, **non-confidential** shred/recycling service, must have a representative (in a position of authority over record destruction) send an email acknowledging this service is **not** intended for confidential record destruction and must state that the requesting agency takes responsibility for unintended disclosure of any confidential information that might have been included in the materials delivered to IDOR for destruction.

Victoria Knight, IDOR's Shred Manager may be emailed at [Victoria.j.knight@illinois.gov](mailto:Victoria.j.knight@illinois.gov)