Information on Take Back Our Space – Clean-up Day.

**Shredding Confidential Papers:**

The College has arranged to have Document Destruction Service, Ltd. (DDS) on campus on Clean-Up Day from 9:30 a.m.-4:30 p.m. to do on site shredding of confidential material. DDS is a bonded and insured company that operates mobile shredding equipment on site under controlled conditions. The mobile unit will be located in the turn-around in front of Leighton Hall.

**Custodial Services – x4133:**

For advance assistance with all WASTE and RECYCLING needs, such as the following, use the Facilities Work Request forms (via the web) and allow sufficient time for Custodial Services to respond to your request:

If you will need cleaning materials such as rags or spray bottles of cleaner, please contact your building custodians or the Custodial Services office.

Cleaning of building areas will remain on the regular schedules, and custodians will be unavailable for helping.

**Maintenance Department – x4133:**

Maintenance vehicles will not be available for departmental relocation or removal of materials.

When cleaning (or possibly rearranging) work spaces, keep furnishings and equipment away from heating, cooling, and ventilation devices such as radiators and grilles. If doors are opened frequently and for extended periods, air conditioning may be strained. Please keep doors and windows closed as much as possible.

The Maintenance Department will be available to provide guidance on appropriate handling of materials, liquids or chemicals, furniture and equipment. If you are unsure of an appropriate action concerning your work space, please contact Maintenance BEFORE Clean-Up Day so we can review your needs.

For building safety, do not pile or store materials in corridors, aisles, stairwells, or in exit areas.

If items requiring repair or servicing are discovered, please submit and Electronic Work Request (via the web) to Maintenance so the problem can be corrected as quickly as possible. However, Maintenance personnel will not be available to assist you immediately during the clean up process.

**Interiors – x4133:**

DO NOT drag desks, tables or other furniture across a carpeted floor; both the furniture and carpet may be damaged. You should not attempt to make physical changes in your space, or relocate shelving, desks, office partitions, file cabinets or other major items. Remember, this is a clean up day, not a moving day.

For pick up of broken or unwanted furniture or equipment please submit an Electronic Work Request (via the web) to Maintenance so the problem can be corrected as quickly as possible. However, Maintenance personnel will not be available to assist you immediately during the clean up process.
Archivist Notes:

Eric Hillemann, College Archivist, would like to remind everyone who may be using the “Clean-Up Day” to clear out inactive office files that college policy requires consultation with the College Archivist prior to the disposition of Carleton-owned records. (Board of Trustees resolution of October 13, 1973) That said, there are a number of common classes of records for which routine disposal had been “pre-approved” without the need for further consultation. These include 3+ year old requisitions, purchase orders, receipts, travel expense reports, inventories, and non-Business Office copies of budget material and contracts. They also include most printed material received from outside the College, major Carleton publications (e.g. copies of the catalog, Voices, treasurer’s reports, etc.), widely circulated printed matter not generated by your office, and duplicate copies of memos or reports generated by your office. The official set of Carleton Governance Committee minutes are retained by the Dean of the College, so other copies need not be saved.

General types of records which the Archives will nearly always want, and of which complete sets should be kept by the office of origin, include unit publications, newsletters, memoranda or circulars, reports, summaries of grants, and survey summaries. Complete sets of all committee or task force minutes and reports should be kept, usually by Committee Chairs or Secretaries. Most offices maintain other types of records particular to their function, and their disposition should be discussed with Eric if existing agreements are not already in place.

Eric will always be happy to provide advice and guidance as to what materials should be transferred to Archives and what may otherwise be disposed of with a clear conscience. Boxes for transferring material to Archives are provided upon request, and use of Archives’ staff muscle to transport boxes may be negotiated. It is, however, helpful if the office of origin can provide a typed list (in electronic form) of all folder titles in each box transferred—particularly if the records may need to be referenced again by that office before the Archives has had the opportunity to process them fully. (Which may not be for some years after transfer; our backlog of “unprocessed” accessions is forbidding.) Thank you for helping make “Clean-Up Day” and archivist’s opportunity, rather than an archivist’s headache!

Working with your Computer Data Files:

It is important to have a backup of your data files before doing a major clean up. It’s easy to delete a file, only to realize later that it was important.

Clean-Up Day is a good opportunity to ensure that you have a backup procedure in place before deleting files. If you are storing your data on a network space, your data is backed up nightly. If your data is being stored on your hard drive, you will want to make sure you make a copy of this data onto a network space before doing major cleanup. If you are using an academic machine, ensure that you have set up a backup process with your Computing Coordinator.

If you have questions about backing up files on your computer, please contact your Computing Coordinator.

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