REQUEST FOR SHRED BIN DROP-OFF / PICK-UP

State Form 56675 (R / 9-19)
Approved by State Board of Accounts, 2019

Pursuant to IC 5-15-5.1-5(a)(16)

INDIANA ARCHIVES AND RECORDS ADMINISTRATION
STATE RECORDS CENTER
6400 East 30th Street
Indianapolis, IN 46219
Telephone: (317) 591-5326
Website: www.in.gov/iara/3105.htm

INSTRUCTIONS:

1. *Complete this request when requesting new bins be dropped-off at your agency.*
2. *Complete this request when requesting that existing shred bins be picked-up and replaced with empty bins. Please submit request when existing bins are half full.*
3. *If placement is temporary, please call the State Records Center at the number above to request removal of the bins.*
4. *Specific location details (i.e. the division in which bins are located, exact bin numbers, and correct contact information) are required.*
5. *The requesting agency will be billed based on the weight of the returned bins; the current rate is $ 0.125 per pound.*

AGENCY INFORMATION

Name of requestor	Telephone number of requestor ( )
Name of agency	Name of division
Address of agency *(number and street, city, state, and ZIP code)*	

Activity number	Source number	Category number	Subcategory number	Locality number	Business unit	Fund	Department	Program number	Project number

Is this a request for new shred bins to be dropped-off? ☐ Yes ☐ No	Is this a request for existing shred bins to be picked-up? ☐ Yes ☐ No	Number of bins requested
Location(s) of shred bin(s)		
Bin number(s) *(if applicable)*		
Signature of requestor		Date *(month, day, year)*

FOR RECORDS CENTER USE ONLY

Request is: ☐ Approved ☐ Denied	Total weight of returned buns	Total billed to agency
Signature of Records Center staff		Date *(month, day, year)*
Printed name of Records Center staff	Title of Records Center staff	