

BDMS Document Disposal

After paper documents are scanned into BDMS, they can be slated for disposal. Any document with sensitive information should be disposed of in a manner consistent with the [information classification level](#) of its contents.

The following options currently exist for securely disposing of information:

- Shred document using a crosscut shredder and dispose of in a regular trash or recycling container.
- Contract with an outside firm to have sensitive information picked up and disposed of.
 - The university has a contract with Shred-It, effective January 1, 2012. Contact them for pricing for an on site bin and "per trip" disposal fees.

Additional information is available from Computer Service's [Information Security](#) department. Any questions about disposing of information should be directed to the Information Security Officer.

Related articles:

Page:[How to Install Components in Web Access](#)

Page:[How to Scan to Batch using QuickScan Pro](#)

Page:[How to Install the BDMS Web Access 7.0 SP1 Patch 1](#)

Page:[Banner Enterprise Resource System](#)

Page:[INB Integration](#)

For questions or comments, contact the Computer Services Help Desk
HelpDesk@MissouriState.edu
417-836-5891