

Iron Mountain Paper Record Destruction Program

Iron Mountain provides paper record destruction services for the University of Arizona.

This 3rd party paper record destruction program is managed by the [Facilities Management \(FM\)](#) Recycling and Waste Management department.

To set up service, request the pick-up/exchange of a container, etc., contact the FM Work Desk at 520-621-3000.

Iron Mountain can provide the following container sizes:

- Console - (holds approximately three 1.2 cu. ft. record boxes)
- 65-gallon barrel (holds approximately eight 1.2 cu. ft. record boxes)

The pick-up/exchange of a full container can be scheduled weekly, monthly, annually, or as needed.

- The cost for the pick-up/exchange of each container is \$10.

Important note: Units should report the destruction of official University records to the UA Records & Archives office in order to obtain a certificate that documents the records destruction project. Visit the UA Records & Archives [DESTRUCTION](#) page for details about destruction reporting compliance, or [contact](#) UA Records & Archives to request more information.