

College Wide Shredding

Wednesday, June 15, 2022

To the College Community,

In order to reduce the amount of paper records we are currently storing on campus, we are planning to do a round of records destruction prior to the end of the fiscal year.

Please reach out to Andres Escobar at ext. 5076 to coordinate the pickup and destruction of records that have met their retention period. Please do so prior to June 22, 2022 in order to have the boxes picked prior to June 30th. Any requests after June 22, 2022 will be addressed in July.

If you have any questions, please let me know.

Ed Rios
Vice President for Finance and Administration
Chief Financial Officer
Kingsborough Community College