

## SECURE DESTRUCTION CONTAINER LOCATIONS BY BUILDING

Use secure, locked containers located in key locations around the College to confidentially dispose of STUDENT records and other CONFIDENTIAL documents such as:

- Exams, assignments and other student records with names, ID numbers and other personal information
- Resumes, contracts, evaluations and other records with employees' personal information
- Department budget and operational planning records
- Other departmental financial documents

### A BUILDING:

Room Number	No. of Containers	Container Type	Primary Users
A039	1	240 litre bin	Facilities and Ad Hoc Drop-off by Employees
A104	1	32 gallon	Information Technology
A107c	1	240 litre bin	Global – Copy Room
A107y	1	240 litre bin	Global - Admissions
A117g	1	240 litre bin	Homestay
A162	1	240 litre bin	Continuing Studies
A212	1	120 litre console	Langara Faculty Association office
A243	2	240 litre bin	Faculty
A352e	1	240 litre bin	People and Culture
A353	1	240 litre bin	Institutional Research and Risk Management
A353 (Hallway)	1	240 litre bin	Instructors

### B BUILDING:

Room Number	No. of Containers	Container Type	Primary Users
B017 (Copier Room)	2	240 litre bin	All Employees
B101	1	120 litre console	Student Health Services
B117	1	240 litre bin	Communications and Marketing
B132	1	120 litre console	Executive Offices
B146h	1	120 litre console	Accessibility Services
B148 (Hallway)	1	240 litre bin	Early Childhood Education
B154 (Hallway)	1	240 litre bin	Math and Statistics
B207	1	32 gallon bin	Student Accounts
B212 (Hallway)	2	240 litre bin	Financial Services
B234	1	240 litre bin	Academic Deans
B236	1	120 litre console	Academic Deans
B243 (Mailroom)	2	240 litre bin	All Employees
B253 (Hallway)	1	240 litre bin	Langara School of Management

### PORTABLES:

Room Number	No. of Containers	Container Type	Primary Users
Portable 1	1	240 litre bin	Facilities
Portable 2	1	240 litre bin	Workday

### C BUILDING:

Room Number	No. of Containers	Container Type	Primary Users
C014 (on B1 level)	1	240 litre bin	CS – LEAP Instructors
C315 (copier area)	1	240 litre bin	Nursing
C323 (hallway)	5	240 litre bin	Records Management & Privacy

### L BUILDING:

Room Number	No. of Containers	Container Type	Primary Users
L322	1	240 litre bin	Library

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### T BUILDING:

Room Number	No. of Containers	Container Type	Primary Users
T101	3	240 litre bin	Registrar's Office
T204	1	120 litre console	Dean of Student Services
T300	1	240 litre bin	Physics
T320	1	240 litre bin	Nursing
T400 & T420	1	240 litre bin	Biology
T442	1	240 litre bin	Biology Lab Assistants
T500	1	240 litre bin	Chemistry

### 601 WEST BROADWAY, VANCOUVER

Room Number	No. of Containers	Container Type	Primary Users
M11	1	120 litre console	Continuing Studies