TO: All Indiana Department of Workforce Development Employees  
located in IDWD’s Administrative, Appellate, Board Commissions, Review  
Board and Unemployment Insurance Modernization Indianapolis Offices

FROM: Teresa L. Voors  
Commissioner, Indiana Department of Workforce Development

THROUGH: Dustin Stohler  
Deputy Commissioner, Legal Affairs and Administration

DATE: June 13, 2008

SUBJECT: DWD Commissioner’s Directive 2007-42  
Indiana Department of Workforce Development’s Document Shredding Policy  
for Several IDWD Indianapolis Office Locations

Purpose
To explain the methods and responsibilities for the shredding of confidential documents at  
Indiana Department of Workforce Development’s (IDWD) Administrative, Appellate, Board  
Commissions, Review Board, and Unemployment Insurance Modernization Indianapolis  
office locations. Confidential documents, if not securely shredded in accordance with this  
policy, can cause irreparable harm to individuals, businesses and to the Indiana Department  
of Workforce Development. Please note that this policy does not supersede existing record  
etention policies or guidelines set forth by the Indiana Commission on Public Records.  
According to Commission’s policies, many IDWD records must be retained for a certain  
number of years, such as those of the Trade Adjustment Assistance program, Unemployment  
Insurance claims, Unemployment Insurance tax and basic accounting records.

Background
The Indiana Department of Workforce Development is entrusted with information that must be  
kept secure and private. The IDWD Indianapolis office locations named above generate, receive,  
and store confidential documents and records. If these confidential documents and records are  
not securely destroyed, there is a potential danger that the records of individuals as well as  
businesses can be wrongfully accessed and misused for illicit purposes, such as identity theft  
or fraud. Therefore, the following procedures will begin at the above named IDWD locations  
on July 1, 2008.

Confidential paper documents not required to be retained for a certain period of time under  
Indiana Commission on Public Records policies will be shredded and recycled in the IDWD  
ofices named above in locked receptacles. The Indiana Commission on Public Records will be  
in charge of these receptacles and the shredding of the collected documents.
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- Confidential documents to be shredded shall not be discarded in trash bins, recycling containers or other publicly assessible locations. Locked receptacles solely designated for shredding paper records will be located at each location beginning on July 1, 2008. Employees are responsible for physically taking all confidential documents to be destroyed to the locked receptacles. Cleaning crews will no longer be responsible for picking up confidential documents to be shredded.

- **Employees must not place their personal paper documents into the containers to be shredded. These containers are for IDWD-related confidential documents ONLY.** Documents that do not contain confidential information should be placed in the blue recycling containers at each location.

- Employees must not store confidential documents to be shredded underneath their desks in boxes or containers. All confidential documents must be taken to the specified locked receptacles as soon as possible.

- When an employee’s desk is unattended, the desk must be cleared of all confidential information to prevent wrongful access, theft or fraud. Confidential information must be properly filed or stored to prevent inappropriate disclosure of information.

- Any employee who discovers confidential information unsecured, inappropriately filed, or not stored to prevent inappropriate disclosure must immediately notify a supervisor who will then contact the IDWD Investigations/Security Section.

Review Date
September 30, 2010

Ownership
Denise Klinkose, Director, DWD Investigations/Security Section
Darrell Smith, Director, DWD Facility Services
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Effective Date
Immediately

Action
All employees located in Indiana Department of Workforce Development’s Administrative, Appellate, Board Commissions, Review Board, and Unemployment Insurance Modernization Indianapolis office locations shall follow the directions in this policy. Questions concerning this policy should be directed to the owners of this policy. Questions concerning retention policies under the Indiana Commission on Public Records should be directed to Emily Wright, IDWD Records Coordinator, at telephone 317.233.5715.