



**DEPARTMENT OF PROPERTY AND PROCUREMENT**

**Division of Printing**

**DOCUMENT DISPOSAL  
AUTHORIZATION FORM**

**GOVERNMENT:**

Local  Federal

**ISLAND:**

St. Thomas  St. Croix  St. John

Date Submitted: \_\_\_\_\_

DATE REQUESTED: \_\_\_\_\_

DEPARTMENT/ AGENCY: \_\_\_\_\_

DIVISION: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONTACT: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

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QUANTITY: \_\_\_\_\_  BOXES  PALLETS  TRAILERS  OTHER: \_\_\_\_\_

Description of documents to be shredded: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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DELIVERY CUSTODIAN (print): \_\_\_\_\_

COMMISSIONER/ DEPT. HEAD (print) : \_\_\_\_\_

Commissioner/ Dept. Head (Signature): \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR DPP OFFICIAL USE ONLY**

**Disposal Date:** \_\_\_\_\_ **Verified By:** \_\_\_\_\_

**Weight:** \_\_\_\_\_ **LBS** **Shredded By:** \_\_\_\_\_

**Cost:** \$ \_\_\_\_\_ **Authorizing Signature:** \_\_\_\_\_

*DOCUMENT DISPOSAL COST: \$1.00 PER LB. PLEASE ENSURE THAT YOUR DELIVERY IS FREE OF METALS, TRASH OR OTHER MATERIALS THAT CAN HINDER THE DOCUMENT DISPOSAL PROCESS. DOCUMENT DISPOSAL IS SCHEDULED BY APPOINTMENT ONLY AND APPOINTMENTS ARE BASED ON AVAILABILITY. ONCE YOUR COMPLETED AND SIGNED FORM IS RECEIVED, YOU WILL BE GIVEN A SCHEDULED DATE FOR DOCUMENT DISPOSAL. AS THIS IS NOT A STORAGE FACILITY, WE ASK THAT YOU DELIVER YOUR DOCUMENTS FOR DISPOSAL ON THE DATE THAT YOU ARE SCHEDULED.*