

January 27, 2005

**MEMORANDUM**

To: All State Agencies, the Court System, the University and Community College System, the Legislative Counsel Bureau and all Political Subdivisions within the State of Nevada

From: Greg Smith, Administrator

Subject: Document Destruction Information

The Purchasing Division would like to inform you of free document destruction being provided by one of our shredding contractors. All persons may use this one time offer for their personal document destruction. Attached is a flyer with detailed information.

**Additionally, please be advised**, Assured Document Destruction inadvertently sent Service Agreement and Contact Update forms to State agencies. Agencies are asked **not** to sign the Service Agreement, as this vendor provides services solely under the master contract executed by the Purchasing Division. Your agency may provide current contact information as requested by Assured Document Destruction, but may not use the “Auto Pay” option, as the procurement card is not approved for service transactions.

If you have any questions or concerns about these contracts, please contact Shannon Berry at (775) 684-0171 or via email at [sberry@purchasing.state.nv.us](mailto:sberry@purchasing.state.nv.us).