

AGENDA ITEM FOR ADMINISTRATIVE MEETING

() Discussion only
(X) Action

FROM (DEPT/ DIVISION): Sheriff / Admin Services Division

PROGRAM: Records / Evidence

SUBJECT: Media Shredder Purchase

<p>A robust media shredder is needed to ensure proper disposal of computer hard drives, tablets, cell phones and flash drives containing sensitive information related to evidence in criminal cases and law enforcement records. These records must be destroyed in accordance with OAR 166-017-0090. UCSO would allow other departments in the county to use the shredder (such as IT and the DA’s Office). Shredding is the best and easiest choice to ensure that extremely sensitive information (such as evidence) is completely destroyed. This shredder is compact, designed specifically for this purpose, can be powered off a normal outlet and fits into our secure file room. We have researched prices from websites and discovered prices are basically the same or higher and are from third party vendors. Instead we have requested a quote directly from the manufacturer site of DAHLE (attached). There is a 1 year warranty valid to original purchaser, does not cover damage caused by improper oiling, paper jams, misuse, abuse, improper line voltage or unauthorized repair.</p>	<p>() <u>ACTION REQUESTED:</u> Approve purchase of Media Shredder (DAHLE 808 MS Media Shredder, 115v) for \$7,395.00</p>
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ATTACHMENTS: Quote, OAR 166-017-0090, Warrant Info, Shredder Info Sheet

Date: (07/16/2024) Submitted By: Sterrin Ward

*****For Internal Use Only*****

Checkoffs:

- () Dept. Head (copy)
- () Human Resources (copy)
- () Budget (copy)
- () Fiscal
- () Legal (copy)
- () (Other - List:)

To be notified of Meeting:

Needed at Meeting:

Scheduled for meeting on: July 17, 2024

Action taken:

Follow-up:

Dahle North America, Inc.
Phone 800.995.1379
info@dahle.com
www.dahle.com



Quotation

in case of questions please refer to:

Customer No.	Record no.	Date
CPD-USA	20309997	05/29/2024

Umatilla County Sheriff's Office
4700 NW Pioneer PI
Pendleton OR 97801

Contact	Scott Prokop
Phone	+1 603 925 3030
E-Mail	sprokop@dahle.com
Representative	3191
Your Inquire	WEBSITE PURCHASE
From	05/29/2024
Payer	CPD-USA
	Umatilla County Sheriff's Office

Pos. 000010				1 PCE
	Item Number			10201-15195
	DAHLE 808 MS Media Shredder, 115V			
sales price net	7,395.00	USD	1 PCE	7,395.00 USD
sum of positions				7,395.00 USD
net amount				7,395.00 USD
total amount				7,395.00 USD

Terms of Payment	paid via credit card
Terms of Delivery	FOB Destination
Dispatch - Ship Via	Gen. Cargo/Economy

Pricing on items purchased on our website includes shipping within the 48 contiguous states.

Please check your order for errors and report them to 1-800-995-1379.
Thank you for your order - we appreciate your business

Your contact on site:

Customer Service
Vose Farm Rd
US 03458 Peterborough
Phone: 800-995-1379



Secretary of State

Archives Division - Chapter 166

Division 17 ELECTRONIC RECORDS

166-017-0090 Records Destruction Requirements for Electronic Records

Agency electronic records may be destroyed only in accordance with the provisions of a records retention schedule approved by the State Archivist. Each agency must ensure:

(1) Electronic records which are confidential by law and negotiable instruments (even when cancelled or satisfied in writing) and records that contain sensitive, proprietary, or security information must be destroyed so that the image and confidential metadata are irreversibly non-retrievable, either through electronic or physical destruction as specified below:

(a) Electronic records stored on magnetic media must be degaussed or "bulk erased" and then irreversibly reformatted to ensure the data/information cannot be retrieved.

(b) Electronic records held on optical media may be destroyed by cutting, crushing, shredding, or other physical means of destruction. Rewritable optical disks must be irreversibly reformatted before being disposed of or re-used.

(c) Electronic records stored on hard drives or flash drives of personal computers and servers must be irreversibly reformatted before computers are disposed of. If the agency is unable to determine whether a hard drive or flash drive has been irreversibly reformatted, it must be physically destroyed.

(d) For additional guidance on data sanitation and destruction, refer to NIST SP 800-88, Guidelines for Media Sanitization and DoD 5220.22-M.

(2) Expungement of digital images stored on WORM optical media must conform to the Expungement of Information Recorded on Optical Write-Once-Read-Many (WORM) Systems (TR28-1991) which is incorporated by reference and is available from Association of Information and Image Management, 1100 Wayne Avenue, Suite 1100, Silver Spring, MD 20910 or the State Archives.

Statutory/Other Authority: ORS 192.050, 192.060 & 192.105

Statutes/Other Implemented: 357.825(2), 357.855 & 357.895

History:

OSA 1-2016, f. & cert. ef. 5-5-16

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Christine Haase

to me ▾

10:39 AM (12 minutes ago)



Sterrin,

Our shredder warranty policy is copied below. If you any specific questions regarding what is covered please let me know. If I am unable to answer, our Service Department will be able to help.

Shredder Warranty

Dahle guarantees its shredders to be free from manufacturing defects for a period of 2 years (1 year on PaperSAFE®, ShredMATIC®, PowerTEC® 800 & 900 series). Dahle offers a lifetime guarantee on the cutting cylinders (1 year on P-6, P-7, and PowerTEC® 700 & 900 series / 5 years on PaperSAFE® & ShredMATIC®). This warranty is valid to the original purchaser only and does not cover damage caused by improper oiling, paper jams, misuse, abuse, improper line voltage, or unauthorized repair.

Thank you,



Christine Haase | Customer Relations Manager

Dahle North America, Inc.

† 800.995.1379 x 3050

www.Dahle.com | www.NovusOffice.com



Dahle PowerTEC® 808 MS

Digital Media Shredder



The PowerTEC® 808 MS Digital Media Shredder is the perfect machine for destroying solid-state drives, mini-tablets, cell phones, and more. It features a powerful chain-driven motor, automatic jam protection, and simple push-button operation.

- Powerful SSD, mini-tablet, cell phone, and flash drive shredder
- Security Level O-3 / E-3 for the destruction of confidential digital media
- Chain-driven continuous duty motor for slip-free power
- Automatic jam protection- Machine cycles through forward and reverse until shredding is complete
- LED keypad with easy-to-use controls for simple operation
- Rubber shock mounts suspend the cutting head and reduce vibration
- Self-cleaning mode ensures optimal performance
- For safety, the shredder stops when the door or feed cover are opened
- Convenient self-closing flap for continuous shredding of sensitive media
- Thermally protected motor prevents overheating
- Extremely quiet and will not disrupt normal office activities
- Steel cabinet with rolling casters and easy-to-empty waste bin

Online Price | \$7395

Add to Cart



Security Level



Security Level



Chain Driven



Jam Protection



Self-Cleaning



Precision
Engineered





Multi-Devisе Destruction

Shreds SSDs, mini tablets, cell phones, flash drives, and optical media.



Chain Driven Motor

The powerful continuous-duty motor provides slip-free performance.



One Feed for All Devices

Simple opening for all digital media types.

Specifications

Item #	10201-15195	dB Level	55
EAN	4009729069479	Dimensions (in)	21.75 x 21.75 x 39.5
Security Level	O-3 / E-3	Warranty	1 Year
Feed Width (in)	6.5"	MSRP	\$13000
Media Types	CDs / DVDs Thumb Drives Cell Phones Mini Tablets Solid State Drives		

Shredder Supplies

