

**From:** [Porter, Donna A AVED:EX](#)  
**To:** [Wyllie, Sandra AVED:EX](#)  
**Subject:** FW: UPDATED: Shred Bins - Last pick up March 29th  
**Date:** Tuesday, March 21, 2017 12:54:00 PM

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Hopefully this is better worded.  
Donna Porter, CPA, CMA  
Executive Director and Chief Financial Officer  
*Ministry of Advanced Education*  
Ph: 250 356-6819

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**From:** Atchison, Bree AVED:EX  
**Sent:** Tuesday, March 21, 2017 11:45 AM  
**To:** Porter, Donna A AVED:EX  
**Subject:** UPDATED: Shred Bins - Last pick up March 29th  
**UPDATE:**

Please DO NOT use the 4<sup>th</sup> floor bins for any government business that is not Student Services related. Any bins located on floors 1, 2, 3, and 5 can all be used.

When I use the word "purge" I am only referring to transitory documents. This will keep us in compliance to the rules with respect to Arcs / Orcs and FOI.

Thanks again,  
Bree Atchison

---

**From:** Atchison, Bree AVED:EX  
**Sent:** Tuesday, March 21, 2017 8:41 AM  
**To:** AVED Administrative Assistants  
**Subject:** Shred Bins - Last pick up March 29th  
Hello Everyone,

The last pick up for shredding will be on March 29<sup>th</sup>. The next pickup will not be until sometime in June, as we will be entering into the election period and are not permitted to shred any documents.

Please purge as much as you can up until March 28, and advise your branch to do so. If any of the bins in your area are full, please use any other bins on other floors.

More notification will come out closer to June when we find out when the pickup schedule will resume.

Thank you,

**Bree Atchison** | Facilities Coordinator  
Ministry of Advanced Education, 1st Fl, 835 Humboldt St  
PO Box 9134 Victoria, BC V8W 9B5  
(C): 250 508-0757  
(E) [Bree.Atchison@gov.bc.ca](mailto:Bree.Atchison@gov.bc.ca)

From: [Carr, Stephanie AVED:EX](#)  
To: [Atchison, Bree AVED:EX](#)  
Subject: FW: Your Request has been Received. Request ID : 602664950  
Date: Thursday, March 16, 2017 2:47:00 PM

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FYI – in case you need to follow up!

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**From:** askcustomerservice@ironmountain.com [mailto:askcustomerservice@ironmountain.com]  
**Sent:** Thursday, March 16, 2017 2:34 PM  
**To:** Carr, Stephanie AVED:EX  
**Subject:** Your Request has been Received. Request ID : 602664950



\*\*\*THIS IS AN AUTO GENERATED EMAIL\*\*\*

Dear Valued Customer,

Thank you for contacting Iron Mountain's Customer Care Team. Your Request ID is **602664950**.

Your Inquiry is important and we look forward to servicing your request.

A Customer Care Associate will be in contact with you shortly.

Thank you for choosing Iron Mountain.

Sincerely,  
Iron Mountain Customer Care

Should you have any questions please contact Iron Mountain Customer Care at  
[AskCustomerService@ironmountain.com](mailto:AskCustomerService@ironmountain.com) or (800) 934-3453

Please visit us at [www.ironmountain.com](http://www.ironmountain.com)

Did you know for faster service you can access your account through [Iron Mountain Connect™?](#)

Hello, the person came but did not check in or bring the 4 extra bins as requested. Can you please follow up and ensure these are delivered?

Thank you,  
Stephanie Carr  
250-217-5251

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**From:** Carr, Stephanie AVED:EX  
**Sent:** Monday, March 6, 2017 3:38 PM  
**To:** 'askcustomerservice@ironmountain.com'  
**Subject:** RE: Request Id:'602615457-01' CustId:**s.17** CustName:MIN OF ADVANCED EDUCATION (PROV GOV)

My request was to have FOUR (4) extra bins delivered not ONE (1).

**From:** [askcustomerservice@ironmountain.com](mailto:askcustomerservice@ironmountain.com) [mailto:askcustomerservice@ironmountain.com]

**Sent:** Monday, March 6, 2017 3:24 PM

**To:** Carr, Stephanie AVED:EX

**Subject:** Request Id:'602615457-01' CustId:**s.17** CustName:MIN OF ADVANCED EDUCATION (PROV GOV)



Request 602615457-01



Dear Stephanie Carr,

Your request for Shred Visit Profile Change is resolved.

- Customer ID: **S.17** MIN OF ADVANCED EDUCATION (PROV GOV)
- Division ID: MASTER DIVISION
- Department ID: 403219487

Please be advised that the order 213787334 for 1 extra 65-Gal bin is already requested to be deliver on 03/16/2017 as schedule.

It was my pleasure assisting you.

Thank you for being an Iron Mountain customer.

**\*Please do not remove or adjust the subject line of this email for proper workflow management purposes\***

Sincerely,

Rommel Limbo

Customer Care Associate

Should you have any questions please contact Iron Mountain Customer Care at [AskCustomerService@ironmountain.com](mailto:AskCustomerService@ironmountain.com) or (800) 934-3453

Please visit us at [www.ironmountain.com](http://www.ironmountain.com)



**Did you know for faster service you can access your account through [Iron Mountain Connect™](#)?**

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more secure alternate means of transmittal that supports your obligations to protect such personal data. If the reader of this message is not the intended recipient and/or you have received this email in error, you must take no action based on the information in this email and you are hereby notified that any dissemination, misuse or copying or disclosure of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by email and delete the original message.

From: [Porter, Donna A AVED:EX](#)  
To: [Martiniuk, Daryn AVED:EX](#)  
Subject: RE: Confidential Shredding during Election  
Date: Wednesday, March 8, 2017 7:09:00 AM  
Attachments: [image001.png](#)  
[image003.png](#)

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Better solution?????? ☺

Donna Porter, CPA, CMA  
Executive Director and Chief Financial Officer  
*Ministry of Advanced Education*  
Ph: 250 356-6819

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**From:** Martiniuk, Daryn AVED:EX  
**Sent:** Tuesday, March 7, 2017 9:13 PM  
**To:** Carr, Stephanie AVED:EX  
**Cc:** Lawrence, Kate JTST:EX; Porter, Donna A AVED:EX; Meadows, Jennifer L AVED:EX  
**Subject:** RE: Confidential Shredding during Election  
Okay, thanks for the heads up and for considering our unique circumstances.  
dm

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**From:** Carr, Stephanie AVED:EX  
**Sent:** Tuesday, March 7, 2017 1:54 PM  
**To:** Martiniuk, Daryn AVED:EX  
**Cc:** Lawrence, Kate JTST:EX; Porter, Donna A AVED:EX; Meadows, Jennifer L AVED:EX  
**Subject:** Confidential Shredding during Election  
Hello, I have had discussions with Jennifer Meadows about our confidential shredding here at St. Ann's.

It was decided that the 4<sup>th</sup> floor only will remain on schedule for bin removal every 2 weeks as there is so much personal student information.

I have also requested an additional 4 bins for the building (coming March 16<sup>th</sup>) as there will be a hold on bin pick-ups for all but the 4<sup>th</sup> floor March 31 – June (date to be confirmed).

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**Stephanie Carr**, Facilities & Business Continuity  
Ministry of Advanced Education  
 250.217.5251  
Report an Incident or Loss: <http://gilr.gov.bc.ca>

From: [Porter, Donna A AVED:EX](#)  
To: [Carr, Stephanie AVED:EX](#)  
Cc: [Atchison, Bree AVED:EX](#)  
Subject: RE: Important: Shredding  
Date: Monday, February 27, 2017 10:46:00 AM

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Stephanie,

What are the chances of bringing in a couple of additional bins for SSB during that period if required? We won't know right away but might need to get something. I also suggested that we could move bins around as theirs get full over this time.

Donna Porter, CPA, CMA  
Executive Director and Chief Financial Officer  
*Ministry of Advanced Education*  
Ph: 250 356-6819

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**From:** Porter, Donna A AVED:EX  
**Sent:** Monday, February 27, 2017 7:27 AM  
**To:** Carr, Stephanie AVED:EX; Meadows, Jennifer L AVED:EX  
**Cc:** Atchison, Bree AVED:EX  
**Subject:** RE: Important: Shredding  
Good morning,

I am happy to discuss this with the ED's at our next ED meeting – which is March 13<sup>th</sup>. I think that is still lots of time for them to prepare and communicate with their Branches. My messaging will be:

- There is to be no commercial shredding during the interregnum period
- There will be no commercial pick-up during this time
- Last pick up is March 29<sup>th</sup> until May 10<sup>th</sup> (**please confirm date**)
- Please ensure that desk recycling is deposited in the bins before March 29<sup>th</sup>
- Bins will be open – but will fill up quickly during this time of no pick-ups
  - Branches with lots of shredding (e.g. SSB) are reminded to use bins throughout the building
- Localized shredding machines can be used for smaller amounts (e.g. Corporate Finance)

Donna Porter, CPA, CMA  
Executive Director and Chief Financial Officer  
*Ministry of Advanced Education*  
Ph: 250 356-6819

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**From:** Carr, Stephanie AVED:EX  
**Sent:** Friday, February 24, 2017 11:49 AM  
**To:** Meadows, Jennifer L AVED:EX  
**Cc:** Porter, Donna A AVED:EX; Atchison, Bree AVED:EX  
**Subject:** FW: Important: Shredding

Hello, I just want to be sure I know what I am asking the company to do.

**Last pick up is March 29<sup>th</sup> HOLD OFF on future pick up's until May 10<sup>th</sup>?**

Will there be instructions going out to staff about this so that we ensure we load up for end of March so as to not overload while we are in a holding pattern (as well as staff should utilize any/all bins throughout the building).

Thank you,  
Stephanie

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**From:** Carr, Stephanie AVED:EX  
**Sent:** Friday, February 17, 2017 1:14 PM  
**To:** Meadows, Jennifer L AVED:EX

**Cc:** Porter, Donna A AVED:EX; Atchison, Bree AVED:EX; Clifford, Kate AVED:EX; Shang, Cindy AVED:EX

**Subject:** RE: Important: Shredding

Yes, I can contact the new service provider Iron Mountain (who took over Recall).

All bins are picked up every 4 weeks – with the exception of the 4<sup>th</sup> floor – where 3 bins are picked up every 2 weeks.

Next pick up: **March 1<sup>st</sup>**, (15<sup>th</sup>) **29<sup>th</sup>**; **April (12<sup>th</sup>) 26<sup>th</sup>**

Would the March 29<sup>th</sup> pick up suffice for your early April request?

When is the interregnum period exactly?

Thanks,

Stephanie

---

**From:** Meadows, Jennifer L AVED:EX

**Sent:** Friday, February 17, 2017 12:48 PM

**To:** Carr, Stephanie AVED:EX

**Cc:** Brewster, Kevin AVED:EX; Porter, Donna A AVED:EX; Atchison, Bree AVED:EX; Clifford, Kate AVED:EX; Shang, Cindy AVED:EX

**Subject:** Important: Shredding

**Importance:** High

Hello Stephanie,

We have received direction that there is to be no commercial shredding during the interregnum period.

I am not sure what our regular schedule is with Shred-it but can you please arrange to have Shred-it do a pick-up early April but before April 10<sup>th</sup>. Also ensure, if we are scheduled for a regular pick-up during the interregnum period, they do not come.

Thank you.

JENNIFER MEADOWS

Director, Executive Operations

Deputy Minister's Office

Ministry of Advanced Education

3<sup>rd</sup> Floor, 835 Humboldt Street, Victoria BC V8W 9T6

p: 250-952-6842 | m: 250-507-0063



From: [Meadows, Jennifer L AVED:EX](#)  
To: [Porter, Donna A AVED:EX](#)  
Cc: [Clifford, Kate AVED:EX](#); [Shang, Cindy AVED:EX](#)  
Subject: RE: Important: Shredding  
Date: Friday, February 17, 2017 1:00:42 PM

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Hi Donna,

Sandy and I only spoke briefly about it but my understanding is the direction relates to the commercial shred-it bins only. I am sure Sandy will reiterate at Monday's executive meeting and will be able to confirm then.

Thanks

Jennifer

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**From:** Porter, Donna A AVED:EX  
**Sent:** Friday, February 17, 2017 12:57 PM  
**To:** Meadows, Jennifer L AVED:EX  
**Cc:** Clifford, Kate AVED:EX; Shang, Cindy AVED:EX  
**Subject:** RE: Important: Shredding

Hi Jennifer,

We have a large shredder in our unit – should we ensure it is not used during that time? Or is it only “commercial” shredding?

We generally use it for things like salary reports etc. that are confidential.

Donna Porter, CPA, CMA

Executive Director and Chief Financial Officer

*Ministry of Advanced Education*

Ph: 250 356-6819

---

**From:** Meadows, Jennifer L AVED:EX  
**Sent:** Friday, February 17, 2017 12:48 PM  
**To:** Carr, Stephanie AVED:EX  
**Cc:** Brewster, Kevin AVED:EX; Porter, Donna A AVED:EX; Atchison, Bree AVED:EX; Clifford, Kate AVED:EX; Shang, Cindy AVED:EX  
**Subject:** Important: Shredding  
**Importance:** High

Hello Stephanie,

We have received direction that there is to be no commercial shredding during the interregnum period.

I am not sure what our regular schedule is with Shred-it but can you please arrange to have Shred-it do a pick-up early April but before April 10<sup>th</sup>. Also ensure, if we are scheduled for a regular pick-up during the interregnum period, they do not come.

Thank you.

**JENNIFER MEADOWS**

Director, Executive Operations

Deputy Minister's Office

Ministry of Advanced Education

3<sup>rd</sup> Floor, 835 Humboldt Street, Victoria BC V8W 9T6

p: 250-952-6842 | m: 250-507-0063

From: [Porter, Donna A AVED:EX](#)  
To: [Meadows, Jennifer L AVED:EX](#)  
Cc: [Clifford, Kate AVED:EX](#); [Shang, Cindy AVED:EX](#)  
Subject: RE: Important: Shredding  
Date: Friday, February 17, 2017 12:56:00 PM

---

Hi Jennifer,

We have a large shredder in our unit – should we ensure it is not used during that time? Or is it only “commercial” shredding?

We generally use it for things like salary reports etc. that are confidential.

Donna Porter, CPA, CMA

Executive Director and Chief Financial Officer

*Ministry of Advanced Education*

Ph: 250 356-6819

---

**From:** Meadows, Jennifer L AVED:EX

**Sent:** Friday, February 17, 2017 12:48 PM

**To:** Carr, Stephanie AVED:EX

**Cc:** Brewster, Kevin AVED:EX; Porter, Donna A AVED:EX; Atchison, Bree AVED:EX; Clifford, Kate AVED:EX; Shang, Cindy AVED:EX

**Subject:** Important: Shredding

**Importance:** High

Hello Stephanie,

We have received direction that there is to be no commercial shredding during the interregnum period.

I am not sure what our regular schedule is with Shred-it but can you please arrange to have Shred-it do a pick-up early April but before April 10<sup>th</sup>. Also ensure, if we are scheduled for a regular pick-up during the interregnum period, they do not come.

Thank you.

**JENNIFER MEADOWS**

Director, Executive Operations

Deputy Minister's Office

Ministry of Advanced Education

3<sup>rd</sup> Floor, 835 Humboldt Street, Victoria BC V8W 9T6

p: 250-952-6842 | m: 250-507-0063

From: [Porter, Donna A AVED:EX](#)  
To: [Atchison, Bree AVED:EX](#)  
Subject: Re: Shred Bins - Last pick up March 29th  
Date: Tuesday, March 21, 2017 11:41:12 AM

---

Can you run it past me please?

Donna Porter CPA, CMA  
Executive Director and Chief Financial Officer  
250 480-9639  
Sent from my iPhone

On Mar 21, 2017, at 11:40 AM, Atchison, Bree AVED:EX <[Bree.Atchison@gov.bc.ca](mailto:Bree.Atchison@gov.bc.ca)> wrote:

I will send an updated to the note, and also add in to NOT use the 4<sup>th</sup> floor bins!

Bree Atchison

---

**From:** Porter, Donna A AVED:EX  
**Sent:** Tuesday, March 21, 2017 11:31 AM  
**To:** Atchison, Bree AVED:EX  
**Cc:** Kisilewich, Nicole AVED:EX; Wyllie, Sandra AVED:EX  
**Subject:** RE: Shred Bins - Last pick up March 29th  
**Importance:** High

Hi Bree, can you please clarify with all the Admin that by “purge” you are only referring to transitory documents. We always follow the rules with respect to Arcs / Orcs and FOI.

Donna Porter, CPA, CMA  
Executive Director and Chief Financial Officer  
*Ministry of Advanced Education*  
Ph: 250 356-6819

---

**From:** Kisilewich, Nicole AVED:EX  
**Sent:** Tuesday, March 21, 2017 11:28 AM  
**To:** Achadinha, Margaret AVED:EX; Atchison, Bree AVED:EX; Bell, Sandy AVED:EX; Carr, Stephanie AVED:EX; Choo, Julie AVED:EX; Cunningham, Shevaun AVED:EX; Davidson, Paul AVED:EX; Duckmanton, Judi AVED:EX; Gunn, Mary E AVED:EX; Porter, Donna A AVED:EX; Smith, Ann M AVED:EX; Smith, Bruce G AVED:EX; Cunningham, Shevaun AVED:EX; Duckmanton, Judi AVED:EX; Gellor, Richard AVED:EX; Gill, Inder AVED:EX; Gogela, Deborah AVED:EX; Kisilewich, Nicole AVED:EX; Kostov, Krassimir AVED:EX; Postans, James AVED:EX; Prive, Doris L AVED:EX; Springer, Kim C AVED:EX; Vossen, Everett AVED:EX; Ward, Christine AVED:EX; Wealick, Michael AVED:EX; Cunningham, Shevaun AVED:EX; Dale, Raman AVED:EX; Dallinger, Bill D AVED:EX; Duckmanton, Judi AVED:EX; Glassen, Frank AVED:EX; Hatch, Julie A AVED:EX; Kisilewich, Nicole AVED:EX; Morbey, Nathaniel AVED:EX; Ransom, Lisa AVED:EX; Sharratt, Patricia AVED:EX; Wilson, Shawna M AVED:EX; Yuan, Lulu AVED:EX  
**Subject:** FW: Shred Bins - Last pick up March 29th

Hello all,

Please see message below Re: Shred Bins – Last Pick March 29, 2017.

Thanks,

Nicole

Nicole Kisilewich  
Administrative Coordinator

---

**From:** Atchison, Bree AVED:EX  
**Sent:** Tuesday, March 21, 2017 8:41 AM  
**To:** AVED Administrative Assistants  
**Subject:** Shred Bins - Last pick up March 29th

Hello Everyone,

The last pick up for shredding will be on **March 29<sup>th</sup>**. The next pickup will not be until sometime in June, as we will be entering into the election period and are not permitted to shred any documents.

Please purge as much as you can up until March 28, and advise your branch to do so.

If any of the bins in your area are full, please use any other bins on other floors.

More notification will come out closer to June when we find out when the pickup schedule will resume.

Thank you,

**Bree Atchison** | Facilities Coordinator

Ministry of Advanced Education, 1st Fl, 835 Humboldt St

PO Box 9134 Victoria, BC V8W 9B5

(C): 250 508-0757

(E) [Bree.Atchison@gov.bc.ca](mailto:Bree.Atchison@gov.bc.ca)

From: [Porter, Donna A AVED:EX](#)  
To: [Atchison, Bree AVED:EX](#)  
Cc: [Kisilewich, Nicole AVED:EX](#); [Wyllie, Sandra AVED:EX](#)  
Subject: RE: Shred Bins - Last pick up March 29th  
Date: Tuesday, March 21, 2017 11:31:00 AM  
Importance: High

---

Hi Bree, can you please clarify with all the Admin that by "purge" you are only referring to transitory documents. We always follow the rules with respect to Arcs / Orcs and FOI.

Donna Porter, CPA, CMA  
Executive Director and Chief Financial Officer  
Ministry of Advanced Education  
Ph: 250 356-6819

---

**From:** Kisilewich, Nicole AVED:EX  
**Sent:** Tuesday, March 21, 2017 11:28 AM  
**To:** Achadinha, Margaret AVED:EX; Atchison, Bree AVED:EX; Bell, Sandy AVED:EX; Carr, Stephanie AVED:EX; Choo, Julie AVED:EX; Cunningham, Shevaun AVED:EX; Davidson, Paul AVED:EX; Duckmanton, Judi AVED:EX; Gunn, Mary E AVED:EX; Porter, Donna A AVED:EX; Smith, Ann M AVED:EX; Smith, Bruce G AVED:EX; Cunningham, Shevaun AVED:EX; Duckmanton, Judi AVED:EX; Gellor, Richard AVED:EX; Gill, Inder AVED:EX; Gogela, Deborah AVED:EX; Kisilewich, Nicole AVED:EX; Kostov, Krassimir AVED:EX; Postans, James AVED:EX; Prive, Doris L AVED:EX; Springer, Kim C AVED:EX; Vossen, Everett AVED:EX; Ward, Christine AVED:EX; Wealick, Michael AVED:EX; Cunningham, Shevaun AVED:EX; Dale, Raman AVED:EX; Dallinger, Bill D AVED:EX; Duckmanton, Judi AVED:EX; Glassen, Frank AVED:EX; Hatch, Julie A AVED:EX; Kisilewich, Nicole AVED:EX; Morbey, Nathaniel AVED:EX; Ransom, Lisa AVED:EX; Sharratt, Patricia AVED:EX; Wilson, Shawna M AVED:EX; Yuan, Lulu AVED:EX  
**Subject:** FW: Shred Bins - Last pick up March 29th

Hello all,

Please see message below Re: Shred Bins – Last Pick March 29, 2017.

Thanks,

Nicole

Nicole Kisilewich

Administrative Coordinator

---

**From:** Atchison, Bree AVED:EX  
**Sent:** Tuesday, March 21, 2017 8:41 AM  
**To:** AVED Administrative Assistants  
**Subject:** Shred Bins - Last pick up March 29th  
Hello Everyone,

The last pick up for shredding will be on **March 29<sup>th</sup>**. The next pickup will not be until sometime in June, as we will be entering into the election period and are not permitted to shred any documents.

Please purge as much as you can up until March 28, and advise your branch to do so. If any of the bins in your area are full, please use any other bins on other floors.

More notification will come out closer to June when we find out when the pickup schedule will resume.

Thank you,

**Bree Atchison** | Facilities Coordinator

Ministry of Advanced Education, 1st Fl, 835 Humboldt St

PO Box 9134 Victoria, BC V8W 9B5

(C): 250 508-0757

(E) [Bree.Atchison@gov.bc.ca](mailto:Bree.Atchison@gov.bc.ca)



From: [Porter, Donna A AVED:EX](#)  
To: [Martiniuk, Daryn AVED:EX](#)  
Cc: [Hurst, Trevor AVED:EX](#); [Pridmore, Kerry AVED:EX](#)  
Subject: RE: Shredding during interregnum  
Date: Tuesday, February 28, 2017 2:33:00 PM

---

I suppose anything is possible..... but we'll try and avoid that if possible. I'll mention it to everyone at the next ED meeting and try and manage it internally. We'll likely have some ½ full bins – a lot slows down during that time (or at least we're hoping).

Donna Porter, CPA, CMA  
Executive Director and Chief Financial Officer  
*Ministry of Advanced Education*  
Ph: 250 356-6819

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From: Martiniuk, Daryn AVED:EX  
Sent: Tuesday, February 28, 2017 2:31 PM  
To: Porter, Donna A AVED:EX  
Cc: Hurst, Trevor AVED:EX; Pridmore, Kerry AVED:EX  
Subject: RE: Shredding during interregnum  
Thanks Donna.

Just a quick follow-up question for you - if we do require additional bins (over and above the two) will that be possible?

dm

---

From: Porter, Donna A AVED:EX  
Sent: Tuesday, February 28, 2017 11:58 AM  
To: Martiniuk, Daryn AVED:EX  
Cc: Hurst, Trevor AVED:EX; Pridmore, Kerry AVED:EX  
Subject: Shredding during interregnum  
Hi Daryn,

This is to confirm that we'll be requesting two additional secure recycling bins for SSB be dropped off with the final pick-up on March 29<sup>th</sup>. In addition, we'll watch the bins and rotate them from around the building where there is minimal usage.

I hope this proactively solves any issues you might have.

Donna Porter, CPA, CMA  
Executive Director and Chief Financial Officer  
*Corporate Finance Branch*  
*Ministry of Advanced Education*  
Ph: 250 356-6819  
Cell: 250 480-9639

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**From:** [Porter, Donna A AVED:EX](#)  
**To:** [Martiniuk, Daryn AVED:EX](#)  
**Subject:** RE: Shredding during interregnum  
**Date:** Tuesday, February 28, 2017 2:40:00 PM

---

**ABSOLUTELY** agreed! ☺

Donna Porter, CPA, CMA  
Executive Director and Chief Financial Officer  
*Ministry of Advanced Education*  
Ph: 250 356-6819

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**From:** Martiniuk, Daryn AVED:EX  
**Sent:** Tuesday, February 28, 2017 2:39 PM  
**To:** Porter, Donna A AVED:EX  
**Subject:** RE: Shredding during interregnum  
I like your "can do" attitude Porter!! ☺

Of course we will do our best to manage within our means, however shredding is shredding and as you said, having to deal with the optics of using more bins is better than managing a privacy incident.

dm

---

**From:** Porter, Donna A AVED:EX  
**Sent:** Tuesday, February 28, 2017 2:34 PM  
**To:** Martiniuk, Daryn AVED:EX  
**Cc:** Hurst, Trevor AVED:EX; Pridmore, Kerry AVED:EX  
**Subject:** RE: Shredding during interregnum

I suppose anything is possible..... but we'll try and avoid that if possible. I'll mention it to everyone at the next ED meeting and try and manage it internally. We'll likely have some ½ full bins – a lot slows down during that time (or at least we're hoping).

Donna Porter, CPA, CMA  
Executive Director and Chief Financial Officer  
*Ministry of Advanced Education*  
Ph: 250 356-6819

---

**From:** Martiniuk, Daryn AVED:EX  
**Sent:** Tuesday, February 28, 2017 2:31 PM  
**To:** Porter, Donna A AVED:EX  
**Cc:** Hurst, Trevor AVED:EX; Pridmore, Kerry AVED:EX  
**Subject:** RE: Shredding during interregnum

Thanks Donna.

Just a quick follow-up question for you - if we do require additional bins (over and above the two) will that be possible?

dm

---

**From:** Porter, Donna A AVED:EX  
**Sent:** Tuesday, February 28, 2017 11:58 AM  
**To:** Martiniuk, Daryn AVED:EX  
**Cc:** Hurst, Trevor AVED:EX; Pridmore, Kerry AVED:EX  
**Subject:** Shredding during interregnum

Hi Daryn,

This is to confirm that we'll be requesting two additional secure recycling bins for SSB be dropped off with the final pick-up on March 29<sup>th</sup>. In addition, we'll watch the bins and rotate them from around the building where there is minimal usage.

I hope this proactively solves any issues you might have.

Donna Porter, CPA, CMA  
Executive Director and Chief Financial Officer  
*Corporate Finance Branch*

*Ministry of Advanced Education*

Ph: 250 356-6819

Cell: 250 480-9639

**Warning:** *This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please telephone or e-mail the sender immediately and delete the message.*

From: [Porter, Donna A AVED:EX](#)  
To: [Atchison, Bree AVED:EX](#)  
Subject: Re: UPDATED: Shred Bins - Last pick up March 29th  
Date: Tuesday, March 21, 2017 11:46:28 AM

---

Beautiful. Thanks

Donna Porter CPA, CMA  
Executive Director and Chief Financial Officer  
250 480-9639  
Sent from my iPhone

On Mar 21, 2017, at 11:45 AM, Atchison, Bree AVED:EX <[Bree.Atchison@gov.bc.ca](mailto:Bree.Atchison@gov.bc.ca)> wrote:

**UPDATE:**

Please DO NOT use the 4<sup>th</sup> floor bins for any government business that is not Student Services related. Any bins located on floors 1, 2, 3, and 5 can all be used.

When I use the word "purge" I am only referring to transitory documents. This will keep us in compliance to the rules with respect to Arcs / Orcs and FOI.

Thanks again,

Bree Atchison

---

**From:** Atchison, Bree AVED:EX  
**Sent:** Tuesday, March 21, 2017 8:41 AM  
**To:** AVED Administrative Assistants  
**Subject:** Shred Bins - Last pick up March 29th

Hello Everyone,

The last pick up for shredding will be on March 29<sup>th</sup>. The next pickup will not be until sometime in June, as we will be entering into the election period and are not permitted to shred any documents.

Please purge as much as you can up until March 28, and advise your branch to do so.

If any of the bins in your area are full, please use any other bins on other floors.

More notification will come out closer to June when we find out when the pickup schedule will resume.

Thank you,

**Bree Atchison** | Facilities Coordinator  
Ministry of Advanced Education, 1st Fl, 835 Humboldt St  
PO Box 9134 Victoria, BC V8W 9B5  
(C): 250 508-0757  
(E) [Bree.Atchison@gov.bc.ca](mailto:Bree.Atchison@gov.bc.ca)

From: [Porter, Donna A AVED:EX](#)  
To: [Smith, Ann M AVED:EX](#); [Choo, Julie AVED:EX](#); [Achadinha, Margaret AVED:EX](#); [Smith, Bruce G AVED:EX](#); [Bell, Sandy AVED:EX](#); [Gunn, Mary E AVED:EX](#); [Davidson, Paul AVED:EX](#); [Atchison, Bree AVED:EX](#); [Kisilewich, Nicole AVED:EX](#); [Duckmanton, Judi AVED:EX](#); [Cunningham, Shevaun AVED:EX](#)  
Subject: Reminder of final Shredding pick-up tomorrow  
Date: Tuesday, March 28, 2017 10:46:00 AM

---

Hi everyone,

A reminder that tomorrow is the final pick-up of shredding until after the election. (likely after May 31<sup>st</sup>)

Please remember to transfer your desk recycling to the larger bins so you are starting out with an empty blue bin at your desk.

During this time, only use the secure bins for anything you cannot leave at your desk due to confidentiality.

We also have the shredder for secure disposal of confidential information.

Thanks

Donna Porter, CPA, CMA

Executive Director and Chief Financial Officer

*Corporate Finance Branch*

*Ministry of Advanced Education*

Ph: 250 356-6819

Cell: 250 480-9639

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From: [Porter, Donna A AVED:EX](#)  
To: [Martiniuk, Daryn AVED:EX](#)  
Cc: [Hurst, Trevor AVED:EX](#); [Pridmore, Kerry AVED:EX](#)  
Subject: Shredding during interregnum  
Date: Tuesday, February 28, 2017 11:57:00 AM

---

Hi Daryn,

This is to confirm that we'll be requesting two additional secure recycling bins for SSB be dropped off with the final pick-up on March 29<sup>th</sup>. In addition, we'll watch the bins and rotate them from around the building where there is minimal usage.

I hope this proactively solves any issues you might have.

Donna Porter, CPA, CMA  
Executive Director and Chief Financial Officer

*Corporate Finance Branch  
Ministry of Advanced Education*

Ph: 250 356-6819

Cell: 250 480-9639

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From: [Carr, Stephanie AVED:EX](#)  
To: [Brewster, Kevin AVED:EX](#)  
Cc: [Porter, Donna A AVED:EX](#); [Meadows, Jennifer L AVED:EX](#)  
Subject: shredding incident April 27, 2017  
Date: Friday, April 28, 2017 2:43:18 PM  
Attachments: [image001.png](#)  
[image003.png](#)

---

Hello Kevin, I wanted to bring to your attention that the driver who came to pick up the shredding did not have orders from his dispatch to not do the whole building and hence, all bins with the exception of all of the 3<sup>rd</sup> floor and 2<sup>nd</sup> floors were shredded on site in his truck. This was a different driver than the last one that came.

I spoke with him and his dispatcher (in Kelowna) and both did not have any orders from HQ (in the USA) for which I had put in the request to them back in March. I have spoken with all three entities and confirmed that this will not happen again until I make the call to re-instate regular pick up (with the exception of 2 bins on the 4<sup>th</sup> floor for SSB).

Stephanie

---

**Stephanie Carr**, Facilities & Business Continuity  
Ministry of Advanced Education  
 250.217.5251  
Report an Incident or Loss: <http://gilr.gov.bc.ca>

From: [Atchison, Bree AVED:EX](#)  
To: [Porter, Donna A AVED:EX](#)  
Subject: UPDATED: Shred Bins - Last pick up March 29th  
Date: Tuesday, March 21, 2017 11:45:31 AM

---

**UPDATE:**

Please DO NOT use the 4<sup>th</sup> floor bins for any government business that is not Student Services related. Any bins located on floors 1, 2, 3, and 5 can all be used.

When I use the word “purge” I am only referring to transitory documents. This will keep us in compliance to the rules with respect to Arcs / Orcs and FOI.

Thanks again,

**Bree Atchison**

---

**From:** Atchison, Bree AVED:EX  
**Sent:** Tuesday, March 21, 2017 8:41 AM  
**To:** AVED Administrative Assistants  
**Subject:** Shred Bins - Last pick up March 29th  
Hello Everyone,

The last pick up for shredding will be on March 29<sup>th</sup>. The next pickup will not be until sometime in June, as we will be entering into the election period and are not permitted to shred any documents.

Please purge as much as you can up until March 28, and advise your branch to do so. If any of the bins in your area are full, please use any other bins on other floors.

More notification will come out closer to June when we find out when the pickup schedule will resume.

Thank you,

**Bree Atchison** | Facilities Coordinator

Ministry of Advanced Education, 1st Fl, 835 Humboldt St  
PO Box 9134 Victoria, BC V8W 9B5

(C): 250 508-0757

(E) [Bree.Atchison@gov.bc.ca](mailto:Bree.Atchison@gov.bc.ca)

From: [Carr, Stephanie AVED:EX](#)  
To: ["askcustomerservice@ironmountain.com"](mailto:askcustomerservice@ironmountain.com)  
Subject: COMPLAINT: Confidential Shredding: Request ID is 602615457.  
Date: Thursday, April 27, 2017 1:51:00 PM  
Attachments: [image001.png](#)  
[image002.png](#)

---

Hello, it seems that this request did not get to the dispatch office to let our drivers know that they are not to pick all but (2) of the shredding bins which is of utmost importance during this election time.

So, because of this, we had confidential papers shredded today that should not have been. I seem to encounter many problems with each request I put forth. Is there a local contact I can communicate with for future issues?

Thank you,  
Stephanie

---

From: Carr, Stephanie AVED:EX  
Sent: Friday, March 3, 2017 10:54 AM  
To: 'askcustomerservice@ironmountain.com'  
Cc: Atchison, Bree AVED:EX  
Subject: Confidential Shredding: Request ID is 602615457.  
My original request has been modified to:

Hello, we've been asked to hold off on any pick-ups during the election interregnum period **and Transition of government April 10<sup>th</sup> – June 1st ?? (to confirm) with the exception of account 0403219487 which is 3 bins every 2 week. Will send in a new request when we are ready for regularly scheduled pick-ups throughout the building.**

In light of this holding period we have a need for some extra bins to be delivered on our next scheduled pick up (we should have one scheduled around March 16<sup>th</sup>).

**Can you please deliver 4 extra bins on next visit?**

**MAINTAIN REGULAR PICK UP SCHEDULE (every two weeks) for account 0403219487 And cancel the pick-ups throughout remainder of building on April 13<sup>th</sup>, 26<sup>th</sup> & May 24<sup>th</sup>**

Thank you,

---

**Stephanie Carr**, Facilities & Business Continuity  
Ministry of Advanced Education  
☎ 250.217.5251  
Report an Incident or Loss: <http://gilr.gov.bc.ca>

From: [Carr, Stephanie AVED:EX](#)  
To: ["askcustomerservice@ironmountain.com"](mailto:askcustomerservice@ironmountain.com)  
Cc: [Atchison, Bree AVED:EX](#)  
Subject: Confidential Shredding: Request ID is 602615457.  
Date: Friday, March 3, 2017 10:54:00 AM  
Attachments: [image001.png](#)  
[image002.png](#)

---

My original request has been modified to:

Hello, we've been asked to hold off on any pick-ups during the election interregnum period **and Transition of government April 10<sup>th</sup> – June 1st ?? (to confirm) with the exception of account 0403219487 which is 3 bins every 2 week.** *Will send in a new request when we are ready for regularly scheduled pick-ups throughout the building.*

In light of this holding period we have a need for some extra bins to be delivered on our next scheduled pick up (we should have one scheduled around March 16<sup>th</sup>).

**Can you please deliver 4 extra bins on next visit?**

**MAINTAIN REGULAR PICK UP SCHEDULE (every two weeks) for account 0403219487** And **cancel the pick-ups throughout remainder of building on April 13<sup>th</sup>, 26<sup>th</sup> & May 24<sup>th</sup>**

Thank you,

---

**Stephanie Carr**, Facilities & Business Continuity  
Ministry of Advanced Education  
 250.217.5251  
Report an Incident or Loss: <http://gilr.gov.bc.ca>



From: [Carr, Stephanie AVED:EX](#)  
To: ["askcustomerservice@ironmountain.com"](mailto:askcustomerservice@ironmountain.com)  
Subject: CustId: **s.17** ' MIN OF ADVANCED EDUCATION (PROV GOV)  
Date: Thursday, May 4, 2017 3:44:00 PM  
Attachments: [image001.png](#)  
[image003.png](#)

---

I have a billing discrepancy for invoice # NTE5428.

We were charged for shredding services that did not occur:

Dept #1044000000 \$18.02 (2<sup>nd</sup> fl)

Dept #3044000000 \$18.02 (3<sup>rd</sup> fl)

Please let me know if you will re-issue a new invoice or provide a credit invoice.

Thank you,

---

**Stephanie Carr**, Facilities & Business Continuity  
Ministry of Advanced Education  
 250.217.5251  
Report an Incident or Loss: <http://gilr.gov.bc.ca>

From: [Carr, Stephanie AVED:EX](#)  
To: [Atchison, Bree AVED:EX](#)  
Subject: FW: Confidential Shredding during Election  
Date: Wednesday, March 8, 2017 10:33:00 AM  
Attachments: [image001.png](#)  
[image003.png](#)

---

FYI – just so you know what’s arranged for “iron mountain” pick up schedule.

---

**From:** Carr, Stephanie AVED:EX  
**Sent:** Tuesday, March 7, 2017 1:54 PM  
**To:** Martiniuk, Daryn AVED:EX  
**Cc:** Lawrence, Kate JTST:EX; Porter, Donna A AVED:EX; Meadows, Jennifer L AVED:EX  
**Subject:** Confidential Shredding during Election  
Hello, I have had discussions with Jennifer Meadows about our confidential shredding here at St. Ann’s.

It was decided that the 4<sup>th</sup> floor only will remain on schedule for bin removal every 2 weeks as there is so much personal student information.

I have also requested an additional 4 bins for the building (coming March 16<sup>th</sup>) as there will be a hold on bin pick-ups for all but the 4<sup>th</sup> floor March 31 – June (date to be confirmed).

---

**Stephanie Carr**, Facilities & Business Continuity  
Ministry of Advanced Education  
☎ 250.217.5251  
Report an Incident or Loss: <http://gilr.gov.bc.ca>

**From:** [Kisilewich, Nicole AVED:EX](#)  
**To:** [Achadinha, Margaret AVED:EX](#); [Atchison, Bree AVED:EX](#); [Bell, Sandy AVED:EX](#); [Carr, Stephanie AVED:EX](#); [Choo, Julie AVED:EX](#); [Cunningham, Shevaun AVED:EX](#); [Davidson, Paul AVED:EX](#); [Duckmanton, Judi AVED:EX](#); [Gunn, Mary E AVED:EX](#); [Porter, Donna A AVED:EX](#); [Smith, Ann M AVED:EX](#); [Smith, Bruce G AVED:EX](#); [Cunningham, Shevaun AVED:EX](#); [Duckmanton, Judi AVED:EX](#); [Gellor, Richard AVED:EX](#); [Gill, Inder AVED:EX](#); [Gogela, Deborah AVED:EX](#); [Kisilewich, Nicole AVED:EX](#); [Kostov, Krassimir AVED:EX](#); [Postans, James AVED:EX](#); [Prive, Doris L AVED:EX](#); [Springer, Kim C AVED:EX](#); [Vossen, Everett AVED:EX](#); [Ward, Christine AVED:EX](#); [Wealick, Michael AVED:EX](#); [Cunningham, Shevaun AVED:EX](#); [Dale, Raman AVED:EX](#); [Dallinger, Bill D AVED:EX](#); [Duckmanton, Judi AVED:EX](#); [Glassen, Frank AVED:EX](#); [Hatch, Julie A AVED:EX](#); [Kisilewich, Nicole AVED:EX](#); [Morbey, Nathaniel AVED:EX](#); [Ransom, Lisa AVED:EX](#); [Sharratt, Patricia AVED:EX](#); [Wilson, Shawna M AVED:EX](#); [Yuan, Lulu AVED:EX](#)  
**Subject:** FW: Shred Bins - Last pick up March 29th  
**Date:** Tuesday, March 21, 2017 11:28:20 AM

---

Hello all,  
Please see message below Re: Shred Bins – Last Pick March 29, 2017.  
Thanks,  
Nicole  
Nicole Kisilewich  
Administrative Coordinator

---

**From:** Atchison, Bree AVED:EX  
**Sent:** Tuesday, March 21, 2017 8:41 AM  
**To:** AVED Administrative Assistants  
**Subject:** Shred Bins - Last pick up March 29th  
Hello Everyone,

The last pick up for shredding will be on **March 29<sup>th</sup>**. The next pickup will not be until sometime in June, as we will be entering into the election period and are not permitted to shred any documents.

Please purge as much as you can up until March 28, and advise your branch to do so. If any of the bins in your area are full, please use any other bins on other floors.

More notification will come out closer to June when we find out when the pickup schedule will resume.

Thank you,

**Bree Atchison** | Facilities Coordinator

Ministry of Advanced Education, 1st Fl, 835 Humboldt St

PO Box 9134 Victoria, BC V8W 9B5

(C): 250 508-0757

(E) [Bree.Atchison@gov.bc.ca](mailto:Bree.Atchison@gov.bc.ca)

**From:** [Carr, Stephanie AVED:EX](#)  
**To:** [Soo, Rosilyn L AVED:EX](#)  
**Subject:** FW: shredding bins  
**Date:** Wednesday, January 4, 2017 2:02:00 PM

---

Hello Ros, all the bins on the 4<sup>th</sup> floor are to be picked up every two weeks. There was a scheduling error that occurred in December and your bins were not picked up. This has been rectified now.

Pick up is today or tomorrow 😊

---

**From:** Culleton, Anita Y AVED:EX  
**Sent:** Thursday, December 29, 2016 2:41 PM  
**To:** Carr, Stephanie AVED:EX  
**Subject:** FW: shredding bins  
Hi Stephanie,

I responded that the pick-up is every 4 weeks and that I would check with you to see if an additional pick-up can be arranged.

Please follow-up with Rosilyn.

Thanks 😊

Anita

---

**From:** Soo, Rosilyn L AVED:EX  
**Sent:** Thursday, December 29, 2016 2:36 PM  
**To:** Culleton, Anita Y AVED:EX  
**Cc:** Lawrence, Kate AVED:EX  
**Subject:** shredding bins  
Hi Anita,

The shredding bins in SSB are always filled to capacity very quickly due to the nature of the business. Can you check how frequently they are emptied and is there an ability to schedule an additional pick-up ?

Thanks.

**Rosilyn Soo, BBA, CPA, CMA**

Director, Finance and Program Planning  
Student Services Branch | StudentAid BC  
Ministry of Advanced Education  
Office: 250-356-1409; Mobile: 250-508-5039

From: [Carr, Stephanie AVED:EX](#)  
To: [Atchison, Bree AVED:EX](#)  
Subject: FW: Your Request has been Received. Request ID : 602664950  
Date: Thursday, March 16, 2017 2:47:00 PM

---

FYI – in case you need to follow up!

---

**From:** askcustomerservice@ironmountain.com [mailto:askcustomerservice@ironmountain.com]  
**Sent:** Thursday, March 16, 2017 2:34 PM  
**To:** Carr, Stephanie AVED:EX  
**Subject:** Your Request has been Received. Request ID : 602664950



\*\*\*THIS IS AN AUTO GENERATED EMAIL\*\*\*

Dear Valued Customer,

Thank you for contacting Iron Mountain's Customer Care Team. Your Request ID is **602664950**.

Your Inquiry is important and we look forward to servicing your request.

A Customer Care Associate will be in contact with you shortly.

Thank you for choosing Iron Mountain.

Sincerely,  
Iron Mountain Customer Care

Should you have any questions please contact Iron Mountain Customer Care at  
[AskCustomerService@ironmountain.com](mailto:AskCustomerService@ironmountain.com) or (800) 934-3453

Please visit us at [www.ironmountain.com](http://www.ironmountain.com)

Did you know for faster service you can access your account through [Iron Mountain Connect™?](#)

Hello, the person came but did not check in or bring the 4 extra bins as requested. Can you please follow up and ensure these are delivered?

Thank you,  
Stephanie Carr  
250-217-5251

---

**From:** Carr, Stephanie AVED:EX  
**Sent:** Monday, March 6, 2017 3:38 PM  
**To:** 'askcustomerservice@ironmountain.com'  
**Subject:** RE: Request Id:'602615457-01' CustId:s.17 CustName:MIN OF ADVANCED EDUCATION (PROV GOV)

My request was to have FOUR (4) extra bins delivered not ONE (1).

**From:** [askcustomerservice@ironmountain.com](mailto:askcustomerservice@ironmountain.com) [mailto:askcustomerservice@ironmountain.com]  
**Sent:** Monday, March 6, 2017 3:24 PM  
**To:** Carr, Stephanie AVED:EX  
**Subject:** Request Id:'602615457-01' CustId:s.17 CustName:MIN OF ADVANCED EDUCATION (PROV GOV)



Request 602615457-01



Dear Stephanie Carr,

Your request for Shred Visit Profile Change is resolved.

- Customer ID: **s.17** MIN OF ADVANCED EDUCATION (PROV GOV)
- Division ID: MASTER DIVISION
- Department ID: 403219487

Please be advised that the order 213787334 for 1 extra 65-Gal bin is already requested to be deliver on 03/16/2017 as schedule.

It was my pleasure assisting you.

Thank you for being an Iron Mountain customer.

**\*Please do not remove or adjust the subject line of this email for proper workflow management purposes\***

Sincerely,

Rommel Limbo

Customer Care Associate

Should you have any questions please contact Iron Mountain Customer Care at [AskCustomerService@ironmountain.com](mailto:AskCustomerService@ironmountain.com) or (800) 934-3453

Please visit us at [www.ironmountain.com](http://www.ironmountain.com)



**Did you know for faster service you can access your account through [Iron Mountain Connect™](#)?**

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The information contained in this email message and its attachments is intended only for the private and confidential use of the recipient(s) named above, unless the sender expressly agrees otherwise. Transmission of email over the Internet is not a secure communications medium. If you are requesting or have requested the transmittal of personal data, as defined in applicable privacy laws by means of email or in an attachment to email, you must select a

more secure alternate means of transmittal that supports your obligations to protect such personal data. If the reader of this message is not the intended recipient and/or you have received this email in error, you must take no action based on the information in this email and you are hereby notified that any dissemination, misuse or copying or disclosure of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by email and delete the original message.

From: [Martiniuk, Daryn AVED:EX](#)  
To: [Carr, Stephanie AVED:EX](#)  
Cc: [Lawrence, Kate JTST:EX](#); [Porter, Donna A AVED:EX](#); [Meadows, Jennifer L AVED:EX](#)  
Subject: RE: Confidential Shredding during Election  
Date: Tuesday, March 7, 2017 9:12:48 PM  
Attachments: [image001.png](#)  
[image002.png](#)

---

Okay, thanks for the heads up and for considering our unique circumstances.  
dm

---

**From:** Carr, Stephanie AVED:EX  
**Sent:** Tuesday, March 7, 2017 1:54 PM  
**To:** Martiniuk, Daryn AVED:EX  
**Cc:** Lawrence, Kate JTST:EX; Porter, Donna A AVED:EX; Meadows, Jennifer L AVED:EX  
**Subject:** Confidential Shredding during Election  
Hello, I have had discussions with Jennifer Meadows about our confidential shredding here at St. Ann's.

It was decided that the 4<sup>th</sup> floor only will remain on schedule for bin removal every 2 weeks as there is so much personal student information.

I have also requested an additional 4 bins for the building (coming March 16<sup>th</sup>) as there will be a hold on bin pick-ups for all but the 4<sup>th</sup> floor March 31 – June (date to be confirmed).

---

**Stephanie Carr**, Facilities & Business Continuity  
Ministry of Advanced Education  
 250.217.5251  
**Report an Incident or Loss:** <http://gilr.gov.bc.ca>

From: [Carr, Stephanie AVED:EX](#)  
To: [Reeve, Jaclyn AVED:EX](#)  
Cc: [Atchison, Bree AVED:EX](#)  
Subject: RE: extra shred bins  
Date: Thursday, March 16, 2017 3:35:00 PM

---

We have 3 large bins for confidential paper recycling on the floor (we have 3 on every floor). 1 is located just past the kitchen and there are 2 more down near the large copier at the Executive end. So, we are not missing any of those. I have a feeling that the bins near the kitchen used to be near your entrance, but moved for some reason...???

Is this what you were referring to? We also have large round open blue bins for non-confidential recycling (again, these are placed in the same locations).

---

**From:** Reeve, Jaclyn AVED:EX  
**Sent:** Thursday, March 16, 2017 3:12 PM  
**To:** Carr, Stephanie AVED:EX  
**Subject:** extra shred bins

Hey Stephanie!


I know we were talking about this before, but we are looking to see if we can have some extra shred bins down by our area. I think we used to have some and now they are gone!

Please let me know and if there is anything I can do on my end to help,

Thanks,

**Jackie Reeve**

Administrative Assistant  
Ministry of Advanced Education

 250-356-5406

From: [Carr, Stephanie AVED:EX](#)  
To: [Porter, Donna A AVED:EX](#)  
Cc: [Atchison, Bree AVED:EX](#)  
Subject: RE: Important: Shredding  
Date: Tuesday, February 28, 2017 11:46:00 AM

---

As discussed, I'll ask for some extra bins and I think your messaging below is great! We'll also put signs on top of the shredding bins about the no pick until "X" date.

---

**From:** Porter, Donna A AVED:EX  
**Sent:** Monday, February 27, 2017 10:46 AM  
**To:** Carr, Stephanie AVED:EX  
**Cc:** Atchison, Bree AVED:EX  
**Subject:** RE: Important: Shredding

Stephanie,

What are the chances of bringing in a couple of additional bins for SSB during that period if required? We won't know right away but might need to get something. I also suggested that we could move bins around as theirs get full over this time.

Donna Porter, CPA, CMA  
Executive Director and Chief Financial Officer  
*Ministry of Advanced Education*  
Ph: 250 356-6819

---

**From:** Porter, Donna A AVED:EX  
**Sent:** Monday, February 27, 2017 7:27 AM  
**To:** Carr, Stephanie AVED:EX; Meadows, Jennifer L AVED:EX  
**Cc:** Atchison, Bree AVED:EX  
**Subject:** RE: Important: Shredding

Good morning,

I am happy to discuss this with the ED's at our next ED meeting – which is March 13<sup>th</sup>. I think that is still lots of time for them to prepare and communicate with their Branches. My messaging will be:

- There is to be no commercial shredding during the interregnum period
- There will be no commercial pick-up during this time
- Last pick up is March 29<sup>th</sup> until May 10<sup>th</sup> (**please confirm date**)
- Please ensure that desk recycling is deposited in the bins before March 29<sup>th</sup>
- Bins will be open – but will fill up quickly during this time of no pick-ups
  - Branches with lots of shredding (e.g. SSB) are reminded to use bins throughout the building
- Localized shredding machines can be used for smaller amounts (e.g. Corporate Finance)

Donna Porter, CPA, CMA  
Executive Director and Chief Financial Officer  
*Ministry of Advanced Education*  
Ph: 250 356-6819

---

**From:** Carr, Stephanie AVED:EX  
**Sent:** Friday, February 24, 2017 11:49 AM  
**To:** Meadows, Jennifer L AVED:EX  
**Cc:** Porter, Donna A AVED:EX; Atchison, Bree AVED:EX  
**Subject:** FW: Important: Shredding

Hello, I just want to be sure I know what I am asking the company to do.

**Last pick up is March 29<sup>th</sup> HOLD OFF on future pick up's until May 10<sup>th</sup>?**

Will there be instructions going out to staff about this so that we ensure we load up for end of



March so as to not overload while we are in a holding pattern (as well as staff should utilize any/all bins throughout the building).

Thank you,  
Stephanie

---

**From:** Carr, Stephanie AVED:EX  
**Sent:** Friday, February 17, 2017 1:14 PM  
**To:** Meadows, Jennifer L AVED:EX  
**Cc:** Porter, Donna A AVED:EX; Atchison, Bree AVED:EX; Clifford, Kate AVED:EX; Shang, Cindy AVED:EX  
**Subject:** RE: Important: Shredding  
Yes, I can contact the new service provider Iron Mountain (who took over Recall).

All bins are picked up every 4 weeks – with the exception of the 4<sup>th</sup> floor – where 3 bins are picked up every 2 weeks.

Next pick up: **March 1<sup>st</sup>**, (15<sup>th</sup>) **29<sup>th</sup>** ; **April (12<sup>th</sup>) 26<sup>th</sup>**

Would the March 29<sup>th</sup> pick up suffice for your early April request?

When is the interregnum period exactly?

Thanks,  
Stephanie

---

**From:** Meadows, Jennifer L AVED:EX  
**Sent:** Friday, February 17, 2017 12:48 PM  
**To:** Carr, Stephanie AVED:EX  
**Cc:** Brewster, Kevin AVED:EX; Porter, Donna A AVED:EX; Atchison, Bree AVED:EX; Clifford, Kate AVED:EX; Shang, Cindy AVED:EX  
**Subject:** Important: Shredding  
**Importance:** High

Hello Stephanie,

We have received direction that there is to be no commercial shredding during the interregnum period.

I am not sure what our regular schedule is with Shred-it but can you please arrange to have Shred-it do a pick-up early April but before April 10<sup>th</sup>. Also ensure, if we are scheduled for a regular pick-up during the interregnum period, they do not come.

Thank you.

**JENNIFER MEADOWS**

Director, Executive Operations  
Deputy Minister's Office  
Ministry of Advanced Education

3<sup>rd</sup> Floor, 835 Humboldt Street, Victoria BC V8W 9T6  
p: 250-952-6842 | m: 250-507-0063

From: [Carr, Stephanie AVED:EX](#)  
To: ["askcustomerservice@ironmountain.com"](mailto:askcustomerservice@ironmountain.com)  
Subject: RE: Request Id:'602615457-01' CustId: **s.17** CustName:MIN OF ADVANCED EDUCATION (PROV GOV  
Date: Monday, March 6, 2017 3:37:00 PM

---

My request was to have FOUR (4) extra bins delivered not ONE (1).

From: askcustomerservice@ironmountain.com [mailto:askcustomerservice@ironmountain.com]

Sent: Monday, March 6, 2017 3:24 PM

To: Carr, Stephanie AVED:EX

Subject: Request Id:'602615457-01' CustId: **s.17** CustName:MIN OF ADVANCED EDUCATION (PROV GOV



Request 602615457-01

Dear Stephanie Carr,

Your request for Shred Visit Profile Change is resolved.

- Customer ID: **s.17** MIN OF ADVANCED EDUCATION (PROV GOV
- Division ID: MASTER DIVISION
- Department ID: 403219487

Please be advised that the order 213787334 for 1 extra 65-Gal bin is already requested to be deliver on 03/16/2017 as schedule.

It was my pleasure assisting you.

Thank you for being an Iron Mountain customer.

**\*Please do not remove or adjust the subject line of this email for proper workflow management purposes\***

Sincerely,

Rommel Limbo

Customer Care Associate

Should you have any questions please contact Iron Mountain Customer Care at

[AskCustomerService@ironmountain.com](mailto:AskCustomerService@ironmountain.com) or (800) 934-3453

Please visit us at [www.ironmountain.com](http://www.ironmountain.com)



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applicable privacy laws by means of email or in an attachment to email, you must select a more secure alternate means of transmittal that supports your obligations to protect such personal data. If the reader of this message is not the intended recipient and/or you have received this email in error, you must take no action based on the information in this email and you are hereby notified that any dissemination, misuse or copying or disclosure of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by email and delete the original message.

From: [AskCustomerService@ironmountain.com](mailto:AskCustomerService@ironmountain.com)  
To: [Carr, Stephanie AVED:EX](#)  
Cc: [Atchison, Bree AVED:EX](#)  
Subject: RE: Request Id:"602664950-01" CustId: **s.17** CustName:MIN OF ADVANCED EDUCATION  
Date: Friday, March 17, 2017 8:07:56 AM

---



Request 602664950-01

Hello Stephanie

New order #214200464 is placed for 3 65-gal bins to be delivered ASAP (trip charge removed)

We do apologize for inconvenience.

Thanks

Blazenka

Should you have any questions please contact Iron Mountain Customer Care at [AskCustomerService@ironmountain.com](mailto:AskCustomerService@ironmountain.com) or (800) 934-3453

Please visit us at [www.ironmountain.com](http://www.ironmountain.com)



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-----  
**From:** Stephanie.Carr@gov.bc.ca  
**Sent:** Thu Mar 16 16:59:59 EDT 2017  
**CC:** "Atchison, Bree AVED:EX" ;  
**Subject:** RE: Request Id:'602615457-01' CustId **s.17** CustName:MIN OF ADVANCED EDUCATION (PROV GOV)  
**To:** "'askcustomerservice@ironmountain.com'" ;  
Hello, the person came but did not check in or bring the 4 extra bins as requested. Can you please follow up and ensure these are delivered?  
Thank you,  
Stephanie Carr  
250-217-5251

---

**From:** Carr, Stephanie AVED:EX  
**Sent:** Monday, March 6, 2017 3:38 PM  
**To:** 'askcustomerservice@ironmountain.com'

**Subject:** RE: Request Id:'602615457-01' CustId **s.17** CustName:MIN OF ADVANCED EDUCATION (PROV GOV

My request was to have FOUR (4) extra bins delivered not ONE (1).

**From:** [askcustomerservice@ironmountain.com](mailto:askcustomerservice@ironmountain.com) [<mailto:askcustomerservice@ironmountain.com>]

**Sent:** Monday, March 6, 2017 3:24 PM

**To:** Carr, Stephanie AVED:EX

**Subject:** Request Id:'602615457-01' CustId **s.17** CustName:MIN OF ADVANCED EDUCATION (PROV GOV



Request 602615457-01

Dear Stephanie Carr,

Your request for Shred Visit Profile Change is resolved.

- Customer ID: **s.17** MIN OF ADVANCED EDUCATION (PROV GOV
- Division ID: MASTER DIVISION
- Department ID: 403219487

Please be advised that the order 213787334 for 1 extra 65-Gal bin is already requested to be deliver on 03/16/2017 as schedule.

It was my pleasure assisting you.

Thank you for being an Iron Mountain customer.

**\*Please do not remove or adjust the subject line of this email for proper workflow management purposes\***

Sincerely,

Rommel Limbo

Customer Care Associate

Should you have any questions please contact Iron Mountain Customer Care at [AskCustomerService@ironmountain.com](mailto:AskCustomerService@ironmountain.com) or (800) 934-3453

Please visit us at [www.ironmountain.com](http://www.ironmountain.com)



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From: [Carr, Stephanie AVED:EX](#)  
To: [Shang, Cindy AVED:EX](#)  
Cc: [Atchison, Bree AVED:EX](#)  
Subject: RE: Shredding Bin  
Date: Tuesday, May 30, 2017 4:08:00 PM

---

Sure thing! Bree and I can swap these out tomorrow morning 😊

---

**From:** Shang, Cindy AVED:EX  
**Sent:** Tuesday, May 30, 2017 3:20 PM  
**To:** Carr, Stephanie AVED:EX  
**Subject:** Shredding Bin

Hi Stephanie,

So Donna mentioned that there are empty shredding bins...could we please get a couple since ours is totally full.

Thanks,

Cindy

**Cindy Shang**

Executive Administrative Assistant  
Financial and Management Services Division  
Ministry of Advanced Education  
PO Box 9134 Stn Prov Govt  
Victoria, BC V8W 9B5  
Phone: (250) 356-2496 Fax: (250) 356-5468

From: [Brewster, Kevin AVED:EX](#)  
To: [Carr, Stephanie AVED:EX](#)  
Cc: [Porter, Donna A AVED:EX](#); [Meadows, Jennifer L AVED:EX](#)  
Subject: Re: shredding incident April 27, 2017  
Date: Friday, April 28, 2017 3:27:28 PM  
Attachments: [image003.png](#)

---

Ok - thank you

KB


On Apr 28, 2017, at 2:43 PM, Carr, Stephanie AVED:EX <[Stephanie.Carr@gov.bc.ca](mailto:Stephanie.Carr@gov.bc.ca)> wrote:

Hello Kevin, I wanted to bring to your attention that the driver who came to pick up the shredding did not have orders from his dispatch to not do the whole building and hence, all bins with the exception of all of the 3<sup>rd</sup> floor and 2<sup>nd</sup> floors were shredded on site in his truck. This was a different driver than the last one that came. I spoke with him and his dispatcher (in Kelowna) and both did not have any orders from HQ (in the USA) for which I had put in the request to them back in March. I have spoken with all three entities and confirmed that this will not happen again until I make the call to re-instate regular pick up (with the exception of 2 bins on the 4<sup>th</sup> floor for SSB).

Stephanie

<!--[if !vml]--><!--  
[endif]-->

---

**Stephanie Carr**, Facilities & Business Continuity  
Ministry of Advanced Education  
 250.217.5251  
Report an Incident or Loss: <http://gilr.gov.bc.ca>

From: [askcustomerservice@ironmountain.com](mailto:askcustomerservice@ironmountain.com)  
To: [Carr, Stephanie AVED:EX](#)  
Subject: Request Id:"602615457-01" CustId:**s.17** CustName:MIN OF ADVANCED EDUCATION (PROV GOV  
Date: Monday, March 6, 2017 3:24:42 PM

---



Request 602615457-01

Dear Stephanie Carr,

Your request for Shred Visit Profile Change is resolved.

- Customer ID: **s.17** MIN OF ADVANCED EDUCATION (PROV GOV
- Division ID: MASTER DIVISION
- Department ID: 403219487

Please be advised that the order 213787334 for 1 extra 65-Gal bin is already requested to be deliver on 03/16/2017 as schedule.

It was my pleasure assisting you.

Thank you for being an Iron Mountain customer.

**\*Please do not remove or adjust the subject line of this email for proper workflow management purposes\***

Sincerely,

Rommel Limbo

Customer Care Associate

Should you have any questions please contact Iron Mountain Customer Care at [AskCustomerService@ironmountain.com](mailto:AskCustomerService@ironmountain.com) or (800) 934-3453

Please visit us at [www.ironmountain.com](http://www.ironmountain.com)



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From: [Carr, Stephanie AVED:EX](#)  
To: [Malcolm, David AVED:EX](#)  
Subject: shredding  
Date: Tuesday, April 4, 2017 11:17:00 AM  
Attachments: [image001.png](#)  
[image002.png](#)

---

<http://www2.gov.bc.ca/gov/content/governments/services-for-government/bc-bid-resources/goods-and-services-catalogue/shredding-off-site#vendors>

---

**Stephanie Carr**, Facilities & Business Continuity  
Ministry of Advanced Education  
 250.217.5251  
Report an Incident or Loss: <http://gilr.gov.bc.ca>

**From:** [Kisilewich, Nicole AVED:EX](#)  
**To:** [Achadinha, Margaret AVED:EX](#); [Atchison, Bree AVED:EX](#); [Bell, Sandy AVED:EX](#); [Carr, Stephanie AVED:EX](#); [Choo, Julie AVED:EX](#); [Cunningham, Shevaun AVED:EX](#); [Davidson, Paul AVED:EX](#); [Duckmanton, Judi AVED:EX](#); [Gunn, Mary E AVED:EX](#); [Porter, Donna A AVED:EX](#); [Smith, Ann M AVED:EX](#); [Smith, Bruce G AVED:EX](#); [Cunningham, Shevaun AVED:EX](#); [Duckmanton, Judi AVED:EX](#); [Gellor, Richard AVED:EX](#); [Gill, Inder AVED:EX](#); [Gogela, Deborah AVED:EX](#); [Kisilewich, Nicole AVED:EX](#); [Kostov, Krassimir AVED:EX](#); [Postans, James AVED:EX](#); [Prive, Doris L AVED:EX](#); [Springer, Kim C AVED:EX](#); [Vossen, Everett AVED:EX](#); [Ward, Christine AVED:EX](#); [Wealick, Michael AVED:EX](#); [Cunningham, Shevaun AVED:EX](#); [Dale, Raman AVED:EX](#); [Dallinger, Bill D AVED:EX](#); [Duckmanton, Judi AVED:EX](#); [Glassen, Frank AVED:EX](#); [Hatch, Julie A AVED:EX](#); [Kisilewich, Nicole AVED:EX](#); [Morbey, Nathaniel AVED:EX](#); [Ransom, Lisa AVED:EX](#); [Sharratt, Patricia AVED:EX](#); [Wilson, Shawna M AVED:EX](#); [Yuan, Lulu AVED:EX](#)  
**Subject:** UPDATED: Shred Bins - Last pick up March 29th  
**Date:** Tuesday, March 21, 2017 4:21:24 PM  
**Importance:** High

---

Hello all,  
Please see update below from Bree:  
Thanks,  
Nicole

---

**From:** Atchison, Bree AVED:EX  
**Sent:** Tuesday, March 21, 2017 11:47 AM  
**To:** AVED Administrative Assistants  
**Subject:** UPDATED: Shred Bins - Last pick up March 29th  
**Importance:** High  
**UPDATE:**

Please DO NOT use the 4<sup>th</sup> floor bins for any government business that is not Student Services related. Any bins located on floors 1, 2, 3, and 5 can all be used.

When I use the word "purge" I am only referring to transitory documents. This will keep us in compliance to the rules with respect to Arcs / Orcs and FOI.

Thanks again,  
Bree Atchison

---

**From:** Atchison, Bree AVED:EX  
**Sent:** Tuesday, March 21, 2017 8:41 AM  
**To:** AVED Administrative Assistants  
**Subject:** Shred Bins - Last pick up March 29th  
Hello Everyone,

The last pick up for shredding will be on March 29<sup>th</sup>. The next pickup will not be until sometime in June, as we will be entering into the election period and are not permitted to shred any documents.

Please purge as much as you can up until March 28, and advise your branch to do so. If any of the bins in your area are full, please use any other bins on other floors.

More notification will come out closer to June when we find out when the pickup schedule will resume.

Thank you,

**Bree Atchison** | Facilities Coordinator


Ministry of Advanced Education, 1st Fl, 835 Humboldt St

PO Box 9134 Victoria, BC V8W 9B5

(C): 250 508-0757

(E) [Bree.Atchison@gov.bc.ca](mailto:Bree.Atchison@gov.bc.ca)

From: [IronMountainCustomerCare@ironmountain.com](mailto:IronMountainCustomerCare@ironmountain.com)  
To: [Carr, Stephanie AVED:EX](#)  
Subject: Your Recent Iron Mountain Order # - 214200464  
Date: Friday, March 17, 2017 8:29:59 AM



**Customer ID:** s.17      **Customer Name:** MIN OF ADVANCED EDUCATION (PROV GOV      **Contact:** STEPHANIE CARR





**Division:** N/A      **Department:** 403219487, 835 HUMBOLDT ST

**Address:** 835 HUMBOLDT ST  
VICTORIA, British Columbia V8W 9H1 Canada

Thank you for choosing Iron Mountain. As a follow-up to our previous communication we have rescheduled your Shred Supply order 214200464 for service on 03/22/2017.

Our Customer Care team is available 24/7 at (800) 934-3453 (FILE) for assistance. Thank you for being an Iron Mountain customer.

*\*\*This is a system-generated message, please do not reply to this email address as it is not an active email address\*\**

Please visit us at [www.ironmountain.com](http://www.ironmountain.com)    

Did you know that you can access your account through [Iron Mountain Connect](#)<sup>TM</sup>?

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From: [askcustomerservice@ironmountain.com](mailto:askcustomerservice@ironmountain.com)  
To: Carr, Stephanie AVED:EX  
Subject: Your Request has been Received. Request ID : 602664950  
Date: Thursday, March 16, 2017 2:35:16 PM



\*\*\*THIS IS AN AUTO GENERATED EMAIL\*\*\*

Dear Valued Customer,

Thank you for contacting Iron Mountain's Customer Care Team. Your Request ID is **602664950**.

Your Inquiry is important and we look forward to servicing your request.

A Customer Care Associate will be in contact with you shortly.

Thank you for choosing Iron Mountain.

Sincerely,  
Iron Mountain Customer Care

Should you have any questions please contact Iron Mountain Customer Care at [AskCustomerService@ironmountain.com](mailto:AskCustomerService@ironmountain.com) or (800) 934-3453

Please visit us at [www.ironmountain.com](http://www.ironmountain.com)    

Did you know for faster service you can access your account through [Iron Mountain Connect™?](#)

Hello, the person came but did not check in or bring the 4 extra bins as requested. Can you please follow up and ensure these are delivered?

Thank you,  
Stephanie Carr  
250-217-5251

**From:** Carr, Stephanie AVED:EX  
**Sent:** Monday, March 6, 2017 3:38 PM  
**To:** 'askcustomerservice@ironmountain.com'  
**Subject:** RE: Request Id:'602615457-01' CustId **s.17** CustName:MIN OF ADVANCED EDUCATION (PROV GOV)  
My request was to have FOUR (4) extra bins delivered not ONE (1).  
**From:** [askcustomerservice@ironmountain.com](mailto:askcustomerservice@ironmountain.com) [<mailto:askcustomerservice@ironmountain.com>]  
**Sent:** Monday, March 6, 2017 3:24 PM  
**To:** Carr, Stephanie AVED:EX  
**Subject:** Request Id:'602615457-01' CustId:**s.17** CustName:MIN OF ADVANCED EDUCATION (PROV GOV)



Request 602615457-01

Dear Stephanie Carr,

Your request for Shred Visit Profile Change is resolved.

- Customer ID: **s.17** MIN OF ADVANCED EDUCATION (PROV GOV)
- Division ID: MASTER DIVISION
- Department ID: 403219487

Please be advised that the order 213787334 for 1 extra 65-Gal bin is already requested to be deliver on 03/16/2017 as schedule.

It was my pleasure assisting you.

Thank you for being an Iron Mountain customer.

**\*Please do not remove or adjust the subject line of this email for proper workflow management purposes\***

Sincerely,

Rommel Limbo

Customer Care Associate

Should you have any questions please contact Iron Mountain Customer Care at [AskCustomerService@ironmountain.com](mailto:AskCustomerService@ironmountain.com) or (800) 934-3453



**Did you know for faster service you can access your account through [Iron Mountain Connect™](#)?**

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From: [askcustomerservice@ironmountain.com](mailto:askcustomerservice@ironmountain.com)  
To: Carr, Stephanie AVED:EX  
Subject: Your Request has been Received. Request ID : 602806192  
Date: Thursday, April 27, 2017 5:20:42 PM

---



\*\*\*THIS IS AN AUTO GENERATED EMAIL\*\*\*

Dear Valued Customer,

Thank you for contacting Iron Mountain's Customer Care Team. Your Request ID is **602806192**.

Your Inquiry is important and we look forward to servicing your request.

A Customer Care Associate will be in contact with you shortly.

Thank you for choosing Iron Mountain.

Sincerely,  
Iron Mountain Customer Care

Should you have any questions please contact Iron Mountain Customer Care at [AskCustomerService@ironmountain.com](mailto:AskCustomerService@ironmountain.com) or (800) 934-3453

Please visit us at [www.ironmountain.com](http://www.ironmountain.com)    

Did you know for faster service you can access your account through [Iron Mountain Connect™](#)?

Hello, it seems that this request did not get to the dispatch office to let our drivers know that they are not to pick all but (2) of the shredding bins which is of utmost importance during this election time.

So, because of this, we had confidential papers shredded today that should not have been.

I seem to encounter many problems with each request I put forth. Is there a local contact I can communicate with for future issues?

Thank you,  
Stephanie

---

**From:** Carr, Stephanie AVED:EX  
**Sent:** Friday, March 3, 2017 10:54 AM  
**To:** 'askcustomerservice@ironmountain.com'  
**Cc:** Atchison, Bree AVED:EX  
**Subject:** Confidential Shredding: Request ID is 602615457.

My original request has been modified to:

Hello, we've been asked to hold off on any pick-ups during the election interregnum period **and Transition of government April 10<sup>th</sup> – June 1st ?? (to confirm) with the exception of account 0403219487 which is 3 bins every 2 week. Will send in a new request when we are ready for regularly scheduled pick-ups throughout the building.**

In light of this holding period we have a need for some extra bins to be delivered on our next scheduled pick up (we should have one scheduled around March 16<sup>th</sup>).

**Can you please deliver 4 extra bins on next visit?**

**MAINTAIN REGULAR PICK UP SCHEDULE (every two weeks) for account 0403219487 And cancel the pick-ups throughout remainder of building on April 13<sup>th</sup>, 26<sup>th</sup> & May 24<sup>th</sup>**

Thank you,

<!--[if !vml]--><!--



[endif]-->

---

**Stephanie Carr**, Facilities & Business Continuity  
Ministry of Advanced Education  
☎ 250.217.5251  
Report an Incident or Loss: <http://eilir.gov.bc.ca>

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If you have received this communication in error, please notify us immediately by email and delete the original message.

From: [askcustomerservice@ironmountain.com](mailto:askcustomerservice@ironmountain.com)  
To: [Carr, Stephanie AVED:EX](#)  
Subject: Your Request has been Received. Request ID : 602830750  
Date: Thursday, May 4, 2017 4:14:35 PM

---



\*\*\*THIS IS AN AUTO GENERATED EMAIL\*\*\*

Dear Valued Customer,

Thank you for contacting Iron Mountain's Customer Care Team. Your Request ID is **602830750**.

Your Inquiry is important and we look forward to servicing your request.

A Customer Care Associate will be in contact with you shortly.

Thank you for choosing Iron Mountain.

Sincerely,  
Iron Mountain Customer Care

Should you have any questions please contact Iron Mountain Customer Care at [askcustomerservice@ironmountain.com](mailto:askcustomerservice@ironmountain.com) or 800-934-3453

Please visit us at [www.ironmountain.com](http://www.ironmountain.com)    

Did you know for faster service you can access your account through [Iron Mountain Connect™?](#)

I have a billing discrepancy for invoice # NTE5428.

We were charged for shredding services that did not occur:

Dept #1044000000 \$18.02 (2<sup>nd</sup> fl)

Dept #3044000000 \$18.02 (3<sup>rd</sup> fl)

Please let me know if you will re-issue a new invoice or provide a credit invoice.

Thank you,


<!--[if !vml]--><!--



[endif]-->

**Stephanie Carr**, Facilities & Business Continuity

Ministry of Advanced Education

 250.217.5251

Report an Incident or Loss: <http://gilr.gov.bc.ca>

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## Davidson, Paul AVED:EX

---

**From:** Porter, Donna A AVED:EX  
**Sent:** Tuesday, March 28, 2017 10:47 AM  
**To:** Smith, Ann M AVED:EX; Choo, Julie AVED:EX; Achadinha, Margaret AVED:EX; Smith, Bruce G AVED:EX; Bell, Sandy AVED:EX; Gunn, Mary E AVED:EX; Davidson, Paul AVED:EX; Atchison, Bree AVED:EX; Kisilewich, Nicole AVED:EX; Duckmanton, Judi AVED:EX; Cunningham, Shevaun AVED:EX  
**Subject:** Reminder of final Shredding pick-up tomorrow

Hi everyone,

A reminder that tomorrow is the final pick-up of shredding until after the election. (likely after May 31<sup>st</sup>)

Please remember to transfer your desk recycling to the larger bins so you are starting out with an empty blue bin at your desk.

During this time, only use the secure bins for anything you cannot leave at your desk due to confidentiality. We also have the shredder for secure disposal of confidential information.

Thanks

Donna Porter, CPA, CMA  
Executive Director and Chief Financial Officer  
Corporate Finance Branch  
Ministry of Advanced Education  
Ph: 250 356-6819  
Cell: 250 480-9639

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askcustomerservice@ironmountain.com

MIN OF ADVANCED EDUCATION (PROV GOV)  
STEPHANIE CARR  
PO BOX 9134 STN PROV GOVT  
VICTORIA, BC V8W 9B5  
CANADA

# Invoice

Page 1 of 2

## Account Overview

Invoice Number: 9EC3299  
Invoice Date: 04/30/2017  
Storage Period:  
Service Period: 03/29/2017 - 04/25/2017  
Customer ID/Name: s.17 /MIN OF ADVANCED  
EDUCATION (PROV GOV)

<b>TOTAL AMOUNT DUE:</b>	<b>\$51.87</b>
<b>Due By:</b>	<b>05/30/2017</b>

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GST/HST/TPS	885517334 RT0001
BRITISH COLUMBIA	PST# 1014-7765
MANITOBA	PST# 885517334MT0001
QUEBEC	TVQ# 1019185164
SASKATCHEWAN	PST# 5600135

## Debit Activity Summary

Storage	0.00
Service	49.40
Supplies	0.00
Other Charges	0.00

<b>Sub Total</b>	<b>\$49.40</b>
<b>Tax</b>	<b>\$2.47</b>

<b>TOTAL AMOUNT DUE:</b>	<b>\$51.87</b>
--------------------------	----------------

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P.O. BOX 3527 STATION A  
TORONTO, ON M5W 3G4

*Certain services may be billed by Iron Mountain Canada Operations ULC d/b/a Iron Mountain Canada acting as agent on behalf of Iron Mountain  
Information Management Services Canada, Inc. and/or Iron Mountain Secure Shredding Canada, Inc.*



Customer ID/Name: **s.17** /MIN OF ADVANCED  
EDUCATION (PROV GOV

Invoice Number: 9EC3299  
Invoice Date: 04/30/2017

Description	Qty	Rate	Amount
OFFSITE SHRED, SEC 32 GAL	1.00	3.640	3.64
OFFSITE SHRED, SEC 65 GAL	8.00	5.720	45.76
OFFSITE SHRED, TRIP SCHEDULED	1.60	0.000	0.00
			49.40
<b>Sub Total</b>			<b>49.40</b>
<b>BRITISH COLUMBIA GST/HST</b>			<b>2.47</b>
<b>INVOICE AMOUNT DUE</b>			<b>51.87</b>

Canadian Tax ID Numbers For Reference Only	
GST/HST/TPS	885517334RT0001
BRITISH COLUMBIA	PST# 1014-7765
MANITOBA	PST# 885517334MT0001
QUEBEC	TVQ# 1019185164
SASKATCHEWAN	PST# 5600135

**LEGEND:**

- When paying by check please include applicable customer ID(s), invoice number(s) and invoice amount(s)
- Outstanding balance summary does not reflect any payment received that has not or could not be applied to open invoices
- Storage is billed in advance and may also include storage charges billed in arrears for items received during the current period\*
- Services are billed in arrears\*
- Adjustment amount includes credits, debits and other adjustments made by the specified date
- Payment is due per contract Net terms from the invoice date

\*Unless otherwise expressly agreed upon in writing

**CERTIFICATE OF DESTRUCTION:**

IRON MOUNTAIN CERTIFIES THAT THE MATERIALS RELATED TO SHREDDING SERVICES ON THIS INVOICE HAVE ENTERED THE DESTRUCTION PROCESS IN ACCORDANCE WITH OUR SECURE SHREDDING WORKFLOW SO THAT THE INFORMATION CANNOT BE RECONSTRUCTED.



195 Summerlea Road  
Brampton, Ontario L6T 4P6

## Detail Billing Transaction Report

Customer ID/Name: **s.17** MIN OF ADVANCED EDUCATION (PROV GOV)

Storage Period:	
Service Period:	03/29/2017 - 04/25/2017

Department ID/Name: 44000000/835 HUMBOLDT ST

Order Number	Order Date	Bill Code	Description	Storage Date	Qty	UOM	MOS	Rate	Amount
215297564	04/20/2017	2058	OFFSITE SHRED, SEC 32 GAL		1.00	EA	1	3.640	3.64
215297564	04/20/2017	2042	OFFSITE SHRED, SEC 65 GAL		2.00	EA	1	5.720	11.44
215297564	04/20/2017	2411	OFFSITE SHRED, TRIP SCHEDULED		0.20	EA	1	0.000	0.00
STEPHANIE CARR IS THE CONTACT FOR ORDER #215297564									
Sub Total									15.08
BRITISH COLUMBIA GST/HST									0.75
TOTAL									15.83





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## Detail Billing Transaction Report

Customer ID/Name: **s.17** 'MIN OF ADVANCED EDUCATION (PROV GOV

Department ID/Name: 403219487/835 HUMBOLDT ST

Storage Period:	
Service Period:	03/29/2017 - 04/25/2017

Order Number	Order Date	Bill Code	Description	Storage Date	Qty	UOM	MOS	Rate	Amount
214856506	04/06/2017	2042	OFFSITE SHRED, SEC 65 GAL		2.00	EA	1	5.720	11.44
214856506	04/06/2017	2411	OFFSITE SHRED, TRIP SCHEDULED		1.00	EA	1	0.000	0.00
STEPHANIE CARR IS THE CONTACT FOR ORDER #214856506									
215297565	04/20/2017	2042	OFFSITE SHRED, SEC 65 GAL		3.00	EA	1	5.720	17.16
215297565	04/20/2017	2411	OFFSITE SHRED, TRIP SCHEDULED		0.20	EA	1	0.000	0.00
STEPHANIE CARR IS THE CONTACT FOR ORDER #215297565									
Sub Total									28.60
BRITISH COLUMBIA GST/HST									1.43
TOTAL									30.03



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# Detail Billing Transaction Report

Customer ID/Name: **s.17** MIN OF ADVANCED EDUCATION (PROV GOV)

Storage Period:	
Service Period:	03/29/2017 - 04/25/2017

Department ID/Name: 9081747809/835 HUMBOLT ST

Order Number	Order Date	Bill Code	Description	Storage Date	Qty	UOM	MOS	Rate	Amount
215297568	04/20/2017	2042	OFFSITE SHRED, SEC 65 GAL		1.00	EA	1	5,720	5.72
215297568	04/20/2017	2411	OFFSITE SHRED, TRIP SCHEDULED		0.20	EA	1	0.000	0.00
STEPHANIE CARR IS THE CONTACT FOR ORDER #215297568									
Sub Total									5.72
BRITISH COLUMBIA GST/HST									0.29
TOTAL									6.01



s.17

195 Summerlea Road  
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Direct Questions To: Customer Care - 1-800-327-8345 or  
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MINISTRY OF ADVANCED EDUCATION  
ACCOUNTS PAYABLE  
203-1165 WEST PENDER  
VANCOUVER, BC V6E 2P4  
CANADA

# Invoice

Page 1 of 2

## Account Overview

Invoice Number: NTX1639  
Invoice Date: 04/30/2017  
Storage Period:  
Service Period: 03/29/2017 - 04/25/2017  
Customer ID/Name: s.17 /MINISTRY OF ADVANCED  
EDUCATION

Due By: 05/30/2017

## New Charges

Storage	0.00
Service	159.64
Supplies	0.00
Other Charges	16.55
Tax	8.80

INVOICE AMOUNT DUE \$184.99

### LEGEND:

- When paying by check please include applicable customer ID(s), invoice number(s) and invoice amount(s)
- Balance Activity does not reflect any payment received that has not or could not be applied to open invoices.
- Storage is billed in advance and may include prorated storage charges for the current period\*
- Services are billed in arrears\*
- Adjustment amount includes credits, debits and other adjustments made by the specified date
- Payment is due per contract Net terms from the invoice date

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P.O. BOX 3527 STATION A  
TORONTO, ON M5W 3G4

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Information Management Services Canada, Inc. and/or Iron Mountain Secure Shredding Canada, Inc.

0001:0001



Customer ID/Name: **s.17** MINISTRY OF  
ADVANCED EDUCATION

Invoice Number: NTX1639  
Invoice Date: 04/30/2017

Description	Qty	Rate	Amount
OFFSITE SHRED, SEC 32 GAL	2.00	30.320	60.64
ON-CALL, OFFSITE SHRED, TRIP	1.00	99.000	99.00
<b>TOTAL SERVICE</b>			<b>159.64</b>
ADMINISTRATION FEE	1.00	8.090	8.09
FUEL SURCHARGE - SHREDDING	1.00		8.46
<b>TOTAL OTHER</b>			<b>16.55</b>
<b>Sub Total</b>			<b>176.19</b>
<b>BRITISH COLUMBIA GST/HST</b>			<b>8.80</b>
<b>INVOICE AMOUNT DUE</b>			<b>184.99</b>

**Balance Activity Summary as of 04/25/2017**

Previous Balance	151.06
Adjustments	
Payments applied by 04/25/2017	(75.53)
Adjustments as of 04/25/2017	0.00
<b>** Balance as of 04/25/2017</b>	<b>\$75.53</b>
Current Invoice Amount	184.99
<b>Total Balance</b>	<b>\$260.52</b>

**\*\* If the balance as of 04/25/2017 has already been paid, thank you for your payment**

**Canadian Tax ID Numbers For Reference Only**

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STEPHANIE CARR  
PO BOX 9134 STN PROV GOVT  
VICTORIA, BC V8W 9B6  
CANADA

# Invoice

Attach ☒

Page 1 of 2

## Account Overview

Invoice Number: NMH7713  
Invoice Date: 02/28/2017  
Storage Period:  
Service Period: 01/25/2017 - 02/21/2017  
Customer ID/Name: s.17 /MIN OF ADVANCED  
EDUCATION (PROV GOV)

Due By: 03/30/2017

## New Charges

Storage	0.00
Service	89.44
Supplies	0.00
Other Charges	0.00
Tax	4.48

INVOICE AMOUNT DUE \$93.92

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MANITOBA	PST# 885517334MT0001
QUEBEC	TVQ# 1019185164
SASKATCHEWAN	PST# 5600135

### LEGEND:

- When paying by check please include applicable customer ID(s), invoice number(s) and invoice amount(s)
- Balance Activity does not reflect any payment received that has not or could not be applied to open invoices.
- Storage is billed in advance and may include prorated storage charges for the current period\*
- Services are billed in arrears\*
- Adjustment amount includes credits, debits and other adjustments made by the specified date
- Payment is due per contract Net terms from the invoice date

\*Unless otherwise expressly agreed upon in writing

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d/b/a Iron Mountain Canada  
P.O. BOX 3527 STATION A  
TORONTO, ON M5W 3G4

Customer ID/Name: **s.17** /MIN OF ADVANCED  
EDUCATION (PROV GOV)

Invoice Number: NMH7713  
Invoice Date: 02/28/2017

Description	Qty	Rate	Amount
OFFSITE SHRED, SEC 32 GAL	1.00	3.640	3.64
OFFSITE SHRED, SEC 65 GAL	15.00	5.720	85.80
OFFSITE SHRED, TRIP SCHEDULED	2.00	0.000	0.00
<b>TOTAL SERVICE</b>			<b>89.44</b>
<b>Sub Total</b>			<b>89.44</b>
<b>BRITISH COLUMBIA GST/HST</b>			<b>4.48</b>
<b>INVOICE AMOUNT DUE</b>			<b>93.92</b>

**Balance Activity Summary as of 02/21/2017**

Previous Balance	169.83
Adjustments	
Payments applied by 02/21/2017	(169.83)
Adjustments as of 02/21/2017	0.00
<b>** Balance as of 02/21/2017</b>	<b>\$0.00</b>
Current Invoice Amount	93.92
<b>Total Balance</b>	<b>\$93.92</b>

**\*\* If the balance as of 02/21/2017 has already been paid, thank you for your payment**

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# Detail Billing Transaction Report

Customer ID/Name: **s.17** /MIN OF ADVANCED EDUCATION (PROV GOV)

Storage Period:

Service Period:

01/25/2017 - 02/21/2017

Department ID/Name: 44000000/835 HUMBOLDT ST

Order Number	Order Date	Bill Code	Description	Storage Date	Qty	UOM	MOS	Rate	Amount
212667318	01/27/2017	2058	OFFSITE SHRED, SEC 32 GAL		1.00	EA	1	3.640	3.64
212667318	01/27/2017	2042	OFFSITE SHRED, SEC 65 GAL		2.00	EA	1	5.720	11.44
212667318	01/27/2017	2411	OFFSITE SHRED, TRIP SCHEDULED		0.20	EA	1	0.000	0.00

STEPHANIE CARR IS THE CONTACT FOR ORDER #212667318

Sub Total	15.08
BRITISH COLUMBIA GST/HST	0.75
<b>TOTAL</b>	<b>15.83</b>



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# Detail Billing Transaction Report

Customer ID/Name: **s.17** /MIN OF ADVANCED EDUCATION (PROV GOV

Storage Period:	
Service Period:	01/25/2017 - 02/21/2017

Department ID/Name: 403219487/835 HUMBOLDT ST

Order Number	Order Date	Bill Code	Description	Storage Date	Qty	UOM	MOS	Rate	Amount
212667319	01/27/2017	2042	OFFSITE SHRED, SEC 65 GAL		3.00	EA	1	5.720	17.16
212667319	01/27/2017	2411	OFFSITE SHRED, TRIP SCHEDULED		0.20	EA	1	0.000	0.00
STEPHANIE CARR IS THE CONTACT FOR ORDER #212667319									
213183526	02/14/2017	2042	OFFSITE SHRED, SEC 65 GAL		3.00	EA	1	5.720	17.16
213183526	02/14/2017	2411	OFFSITE SHRED, TRIP SCHEDULED		1.00	EA	1	0.000	0.00
STEPHANIE CARR IS THE CONTACT FOR ORDER #213183526									
Sub Total									34.32
BRITISH COLUMBIA GST/HST									1.72
TOTAL									36.04



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# Detail Billing Transaction Report

Customer ID/Name: **s.17** MIN OF ADVANCED EDUCATION (PROV GOV

Storage Period:

Service Period:

01/25/2017 - 02/21/2017

Department ID/Name: 1044000000/835 HUMBOLDT ST

Order Number	Order Date	Bill Code	Description	Storage Date	Qty	UOM	MOS	Rate	Amount
212667320	01/27/2017	2042	OFFSITE SHRED, SEC 65 GAL		3.00	EA	1	5.720	17.16
212667320	01/27/2017	2411	OFFSITE SHRED, TRIP SCHEDULED		0.20	EA	1	0.000	0.00
STEPHANIE CARR IS THE CONTACT FOR ORDER #212667320									
Sub Total									17.16
BRITISH COLUMBIA GST/HST									0.86
TOTAL									18.02



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Brampton, Ontario L6T 4P6

# Detail Billing Transaction Report

Customer ID/Name: **s.17** /MIN OF ADVANCED EDUCATION (PROV GOV

Storage Period:

Service Period:

01/25/2017 - 02/21/2017

Department ID/Name: 3044000000/835 HUMBOLDT ST

Order Number	Order Date	Bill Code	Description	Storage Date	Qty	UOM	MOS	Rate	Amount
212667321	01/27/2017	2042	OFFSITE SHRED, SEC 65 GAL		3.00	EA	1	5.720	17.16
212667321	01/27/2017	2411	OFFSITE SHRED, TRIP SCHEDULED		0.20	EA	1	0.000	0.00
STEPHANIE CARR IS THE CONTACT FOR ORDER #212667321									

Sub Total	17.16
BRITISH COLUMBIA GST/HST	0.86
<b>TOTAL</b>	<b>18.02</b>



195 Summerlea Road  
Brampton, Ontario L6T 4P6

# Detail Billing Transaction Report

Customer ID/Name: **s.17** /MIN OF ADVANCED EDUCATION (PROV GOV)

Storage Period:	
Service Period:	01/25/2017 - 02/21/2017

Department ID/Name: 9081747809/835 HUMBOLT ST

Order Number	Order Date	Bill Code	Description	Storage Date	Qty	UOM	MOS	Rate	Amount
212667322	01/27/2017	2042	OFFSITE SHRED, SEC 65 GAL		1.00	EA	1	5.720	5.72
212667322	01/27/2017	2411	OFFSITE SHRED, TRIP SCHEDULED		0.20	EA	1	0.000	0.00
STEPHANIE CARR IS THE CONTACT FOR ORDER #212667322									
Sub Total									5.72
BRITISH COLUMBIA GST/HST									0.29
TOTAL									6.01



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Direct Questions To: Customer Care - 1-800-327-8345 or  
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s.17

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MINISTRY OF ADVANCED EDUCATION  
ACCOUNTS PAYABLE  
203-1155 WEST PENDER  
VANCOUVER, BC V6E 2P4  
CANADA

# Invoice

Page 1 of 2

## Account Overview

Invoice Number: NMW1727  
Invoice Date: 02/28/2017  
Storage Period:  
Service Period: 01/25/2017 - 02/21/2017  
Customer ID/Name: s.17 MINISTRY OF ADVANCED EDUCATION

Due By: 03/30/2017

## New Charges

Storage	0.00
Service	60.64
Supplies	0.00
Other Charges	11.30
Tax	3.59

INVOICE AMOUNT DUE \$75.53

### LEGEND:

- When paying by check please include applicable customer ID(s), invoice number(s) and invoice amount(s)
- Balance Activity does not reflect any payment received that has not or could not be applied to open invoices.
- Storage is billed in advance and may include prorated storage charges for the current period\*
- Services are billed in arrears\*
- Adjustment amount includes credits, debits and other adjustments made by the specified date
- Payment is due per contract Net terms from the invoice date

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QUEBEC	TVO# 1019185164
SASKATCHEWAN	PST# 5600135

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P.O. BOX 3527 STATION A  
TORONTO, ON M5W 3G4

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0001:0001





Customer ID/Name: **s.17** /MINISTRY OF  
ADVANCED EDUCATION

Invoice Number: NMW1727  
Invoice Date: 02/28/2017

Description	Qty	Rate	Amount
OFFSITE SHRED, SEC 32 GAL.	2.00	30.320	60.64
OFFSITE SHRED, TRIP SCHEDULED	1.00	0.000	0.00
<b>TOTAL SERVICE</b>			<b>60.64</b>
ADMINISTRATION FEE	1.00	8.090	8.09
FUEL SURCHARGE - SHREDDING	1.00		3.21
<b>TOTAL OTHER</b>			<b>11.30</b>
<b>Sub Total</b>			<b>71.94</b>
<b>BRITISH COLUMBIA GST/HST</b>			<b>3.59</b>
<b>INVOICE AMOUNT DUE</b>			<b>75.53</b>

Balance Activity Summary as of 02/21/2017

Previous Balance	75.28
Adjustments	
Payments applied by 02/21/2017	0.00
Adjustments as of 02/21/2017	0.00
<b>** Balance as of 02/21/2017</b>	<b>\$75.28</b>
Current Invoice Amount	75.53
<b>Total Balance</b>	<b>\$150.81</b>

**\*\* If the balance as of 02/21/2017 has already been paid, thank you for your payment**

Canadian Tax ID Numbers For Reference Only	
GST/HST/TPS	885517334RT0001
BRITISH COLUMBIA	PST# 1014-7765
MANITOBA	PST# 885517334MT0001
QUEBEC	TVQ# 1019185164
SASKATCHEWAN	PST# 5600135

**CERTIFICATE OF DESTRUCTION:**

IRON MOUNTAIN CERTIFIES THAT THE MATERIALS RELATED TO SHREDDING SERVICES ON THIS INVOICE HAVE ENTERED THE DESTRUCTION PROCESS IN ACCORDANCE WITH OUR SECURE SHREDDING WORKFLOW SO THAT THE INFORMATION CANNOT BE RECONSTRUCTED.



195 Summerlea Road  
Brampton, Ontario L6T 4P6

Direct Questions To: Customer Care - 1-800-327-8345 or  
askcustomerservice@ironmountain.com

MIN OF ADVANCED EDUCATION (PROV GOV)  
STEPHANIE CARR  
PO BOX 9134 STN PROV GOVT  
VICTORIA, BC V8W 9B5  
CANADA

# Invoice

Page 1 of 2

## Account Overview

Invoice Number: NJX7231 ✓  
Invoice Date: 01/31/2017  
Storage Period:  
Service Period: 12/28/2016 - 01/24/2017  
Customer ID/Name: s.17 /MIN OF ADVANCED  
EDUCATION (PROV GOV)

Due By: 03/02/2017

## New Charges

Storage	0.00
Service	89.44
Supplies	0.00
Other Charges	0.00
Tax	4.48

INVOICE AMOUNT DUE \$93.92 ✓

### \*\*\*\*EFFECTIVE IMMEDIATELY\*\*\*\*

#### IMPORTANT UPDATE

The postal code has changed for customers remitting payments via mail.

Please update your records to reflect the new Postal Code:

PO Box 3527, Station A  
Toronto, Ontario

**M5W 3G4**

### \*\*\*\*EFFECTIF IMMÉDIATEMENT\*\*\*\*

#### MISE À JOUR IMPORTANTE

Le code postal a changé pour les clients qui versent par courrier.

Veuillez mettre à jour vos dossiers afin de refléter le nouveau code postal:

PO Box 3527, Station A  
Toronto, Ontario

**M5W 3G4**

### LEGEND:

- When paying by check please include applicable customer ID(s), invoice number(s) and invoice amount(s)
- Balance Activity does not reflect any payment received that has not or could not be applied to open invoices.
- Storage is billed in advance and may include prorated storage charges for the current period\*
- Services are billed in arrears\*
- Adjustment amount includes credits, debits and other adjustments made by the specified date
- Payment is due per contract Net terms from the invoice date

\*Unless otherwise expressly agreed upon in writing

### TO VIEW AND PAY ONLINE GO TO:

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USE THIS ENROLLMENT CODE TO CREATE YOUR ORGANIZATION'S  
ADMINISTRATION ACCOUNT:

s.17

SUBMIT  
PAYMENTS TO: Iron Mountain Canada Operations ULC  
d/b/a Iron Mountain Canada  
P.O. BOX 3527 STATION A  
TORONTO, ON M5W 3G4



Customer ID/Name: **s.17** /MIN OF ADVANCED  
EDUCATION (PROV GOV

Invoice Number: NJX7231  
Invoice Date: 01/31/2017

Description	Qty	Rate	Amount
OFFSITE SHRED, SEC 32 GAL	1.00	3.640	3.64
OFFSITE SHRED, SEC 65 GAL	15.00	5.720	85.80
OFFSITE SHRED, TRIP SCHEDULED	2.00	0.000	0.00
<b>TOTAL SERVICE</b>			<b>89.44</b>
<b>Sub Total</b>			<b>89.44</b>
<b>BRITISH COLUMBIA GST/HST</b>			<b>4.48</b>
<b>INVOICE AMOUNT DUE</b>			<b>93.92</b>

**Balance Activity Summary as of 01/24/2017**

Previous Balance	279.58
Adjustments	
Payments applied by 01/24/2017	(203.67)
Adjustments as of 01/24/2017	<u>0.00</u>
<b>** Balance as of 01/24/2017</b>	<b>\$75.91</b>
Current Invoice Amount	<u>93.92</u>
<b>Total Balance</b>	<b>\$169.83</b>

**\*\* If the balance as of 01/24/2017 has already been paid, thank you for your payment**

Canadian Tax ID Numbers For Reference Only	
GST/HST/TPS	885517334RT0001
BRITISH COLUMBIA	PST# 1014-7765
MANITOBA	PST# 885517334MT0001
QUEBEC	TVQ# 1019185164
SASKATCHEWAN	PST# 5600135

**CERTIFICATE OF DESTRUCTION:**

IRON MOUNTAIN CERTIFIES THAT THE MATERIALS RELATED TO SHREDDING SERVICES ON THIS INVOICE HAVE ENTERED THE DESTRUCTION PROCESS IN ACCORDANCE WITH OUR SECURE SHREDDING WORKFLOW SO THAT THE INFORMATION CANNOT BE RECONSTRUCTED.



195 Summerlea Road  
Brampton, Ontario L6T 4P6

## Detail Billing Transaction Report

Customer ID/Name: **s.17** MIN OF ADVANCED EDUCATION (PROV GOV)

Storage Period:

Service Period:

12/28/2016 - 01/24/2017

Department ID/Name: 44000000/835 HUMBOLDT ST

Order Number	Order Date	Bill Code	Description	Storage Date	Qty	UOM	MOS	Rate	Amount
211770208	12/29/2016	2058	OFFSITE SHRED, SEC 32 GAL		1.00	EA	1	3.640	3.64
211770208	12/29/2016	2042	OFFSITE SHRED, SEC 65 GAL		2.00	EA	1	5.720	11.44
211770208	12/29/2016	2411	OFFSITE SHRED, TRIP SCHEDULED		0.20	EA	1	0.000	0.00

STEPHANIE CARR IS THE CONTACT FOR ORDER #211770208

Sub Total	15.08
BRITISH COLUMBIA GST/HST	0.75
<b>TOTAL</b>	<b>15.83</b>



195 Summerlea Road  
Brampton, Ontario L6T 4P6

## Detail Billing Transaction Report

Customer ID/Name: **s.17** /MIN OF ADVANCED EDUCATION (PROV GOV)

Storage Period:

Service Period: 12/28/2016 - 01/24/2017

Department ID/Name: 403219487/835 HUMBOLDT ST

Order Number	Order Date	Bill Code	Description	Storage Date	Qty	UOM	MOS	Rate	Amount
211770209	12/29/2016	2042	OFFSITE SHRED, SEC 65 GAL		3.00	EA	1	5.720	17.16
211770209	12/29/2016	2411	OFFSITE SHRED, TRIP SCHEDULED		0.20	EA	1	0.000	0.00
STEPHANIE CARR IS THE CONTACT FOR ORDER #211770209									
212068249	01/05/2017	2042	OFFSITE SHRED, SEC 65 GAL		3.00	EA	1	5.720	17.16
212068249	01/05/2017	2411	OFFSITE SHRED, TRIP SCHEDULED		1.00	EA	1	0.000	0.00
STEPHANIE CARR IS THE CONTACT FOR ORDER #212068249									
Sub Total									34.32
BRITISH COLUMBIA GST/HST									1.72
TOTAL									36.04



195 Summerlea Road  
Brampton, Ontario L6T 4P6

## Detail Billing Transaction Report

Customer ID/Name: **s.17** MIN OF ADVANCED EDUCATION (PROV GOV)

Storage Period:

Service Period:

12/28/2016 - 01/24/2017

Department ID/Name: 1044000000/835 HUMBOLDT ST

Order Number	Order Date	Bill Code	Description	Storage Date	Qty	UOM	MOS	Rate	Amount
211770210	12/29/2016	2042	OFFSITE SHRED, SEC 65 GAL		3.00	EA	1	5.720	17.16
211770210	12/29/2016	2411	OFFSITE SHRED, TRIP SCHEDULED		0.20	EA	1	0.000	0.00
STEPHANIE CARR IS THE CONTACT FOR ORDER #211770210									
Sub Total									17.16
BRITISH COLUMBIA GST/HST									0.86
TOTAL									18.02





195 Summerlea Road  
Brampton, Ontario L6T 4P6

## Detail Billing Transaction Report

Customer ID/Name: **s.17** /MIN OF ADVANCED EDUCATION (PROV GOV)

Department ID/Name: 3044000000/835 HUMBOLDT ST

Storage Period:

Service Period: 12/28/2016 - 01/24/2017

Order Number	Order Date	Bill Code	Description	Storage Date	Qty	UOM	MOS	Rate	Amount
211770211	12/29/2016	2042	OFFSITE SHRED, SEC 65 GAL		3.00	EA	1	5.720	17.16
211770211	12/29/2016	2411	OFFSITE SHRED, TRIP SCHEDULED		0.20	EA	1	0.000	0.00
STEPHANIE CARR IS THE CONTACT FOR ORDER #211770211									

Sub Total	17.16
BRITISH COLUMBIA GST/HST	0.86
<b>TOTAL</b>	<b>18.02</b>



195 Summerteau Road  
Brampton, Ontario L6T 4P6

## Detail Billing Transaction Report

Customer ID/Name: **s.17** MIN OF ADVANCED EDUCATION (PROV GOV)

Storage Period:

Service Period:

12/28/2016 - 01/24/2017

Department ID/Name: 9081747809/835 HUMBOLT ST

Order Number	Order Date	Bill Code	Description	Storage Date	Qty	UOM	MOS	Rate	Amount
211770212	12/29/2016	2042	OFFSITE SHRED, SEC 65 GAL		1.00	EA	1	5.720	5.72
211770212	12/29/2016	2411	OFFSITE SHRED, TRIP SCHEDULED		0.20	EA	1	0.000	0.00
STEPHANIE CARR IS THE CONTACT FOR ORDER #211770212									
								Sub Total	5.72
								BRITISH COLUMBIA GST/HST	0.29
								TOTAL	6.01



# Invoice

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Page 1 of 2

## Account Overview

Invoice Number: NKP6874  
Invoice Date: 01/31/2017  
Storage Period:  
Service Period: 12/28/2016 - 01/24/2017  
Customer ID/Name: s.17 MINISTRY OF ADVANCED EDUCATION

s.17  
195 Summerlea Road  
Brampton, Ontario L6T 4P6

Direct Questions To: Customer Care - 1-800-327-8345 or  
askcustomerservice@ironmountain.com

s.17

0001:0001

MINISTRY OF ADVANCED EDUCATION  
ACCOUNTS PAYABLE  
203-1155 WEST PENDER  
VANCOUVER, BC V6E 2P4  
CANADA

Due By: 03/02/2017

## New Charges

Storage	0.00
Service	60.64
Supplies	0.00
Other Charges	11.06
Tax	3.58

INVOICE AMOUNT DUE \$75.28

### LEGEND:

- When paying by check please include applicable customer ID(s), invoice number(s) and invoice amount(s)
- Balance Activity does not reflect any payment received that has not or could not be applied to open invoices.
- Storage is billed in advance and may include prorated storage charges for the current period\*
- Services are billed in arrears\*
- Adjustment amount includes credits, debits and other adjustments made by the specified date
- Payment is due per contract Net terms from the invoice date

\*Unless otherwise expressly agreed upon in writing

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ADMINISTRATION ACCOUNT:

s.17

SUBMIT  
PAYMENTS TO:

Iron Mountain Canada Operations ULC  
d/b/a Iron Mountain Canada  
P.O. BOX 3527 STATION A  
TORONTO, ON M5W 3G4

Certain services may be billed by Iron Mountain Canada Operations ULC d/b/a Iron Mountain Canada acting as agent on behalf of Iron Mountain Information Management Services Canada, Inc. and/or Iron Mountain Secure Shredding Canada, Inc.

0001:0001



Customer ID/Name: **s.17** /MINISTRY OF  
ADVANCED EDUCATION

Invoice Number: NKP6874  
Invoice Date: 01/31/2017

Description	Qty	Rate	Amount
OFFSITE SHRED, SEC 32 GAL	2.00	30.320	60.64
OFFSITE SHRED, TRIP SCHEDULED	1.00	0.000	0.00
<b>TOTAL SERVICE</b>			<b>60.64</b>
ADMINISTRATION FEE	1.00	8.090	8.09
FUEL SURCHARGE - SHREDDING	1.00		2.97
<b>TOTAL OTHER</b>			<b>11.06</b>
<b>Sub Total</b>			<b>71.70</b>
<b>BRITISH COLUMBIA GST/HST</b>			<b>3.58</b>
<b>INVOICE AMOUNT DUE</b>			<b>75.28</b>

**Balance Activity Summary as of 01/24/2017**

Previous Balance	75.03
Adjustments	
Payments applied by 01/24/2017	(75.03)
Adjustments as of 01/24/2017	0.00
<b>** Balance as of 01/24/2017</b>	<b>\$0.00</b>
Current Invoice Amount	75.28
<b>Total Balance</b>	<b>\$75.28</b>

**\*\* If the balance as of 01/24/2017 has already been paid, thank you for your payment**

Canadian Tax ID Numbers For Reference Only	
GST/HST/TPS	885517334RT0001
BRITISH COLUMBIA	PST# 1014-7765
MANITOBA	PST# 885517334MT0001
QUEBEC	TVQ# 1019185164
SASKATCHEWAN	PST# 5600135

**CERTIFICATE OF DESTRUCTION:**

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195 Summerlea Road  
Brampton, Ontario L6T 4P6

Direct Questions To: Customer Care - 1-800-327-8345 or  
askcustomerservice@ironmountain.com

MIN OF ADVANCED EDUCATION (PROV GOV)  
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VICTORIA, BC V8W 9B5  
CANADA

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*If you have more questions or would like help registering, please contact our  
Customer Care team at (800) 327-8345*

#### Canadian Tax ID Numbers for Reference Only

GST/HST/TPS	885517334 RT0001
BRITISH COLUMBIA	PST# 1014-7765
MANITOBA	PST# 885517334 MT0001
QUEBEC	TVQ# 1019185164
SASKATCHEWAN	PST# 5600135

# Invoice

Page 1 of 2

## Account Overview

Invoice Number:	NPT1721 ✓
Invoice Date:	03/31/2017
Storage Period:	
Service Period:	02/22/2017 - 03/28/2017
Customer ID/Name:	s.17 /MIN OF ADVANCED EDUCATION (PROV GOV)

Due By:	04/30/2017
---------	------------

## New Charges

Storage	0.00
Service	161.72
Supplies	0.00
Other Charges	0.00
Tax	8.10

INVOICE AMOUNT DUE	\$169.82 ✓
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### LEGEND:

- When paying by check please include applicable customer ID(s), invoice number(s) and invoice amount(s)
- Balance Activity does not reflect any payment received that has not or could not be applied to open invoices.
- Storage is billed in advance and may include prorated storage charges for the current period\*
- Services are billed in arrears\*
- Adjustment amount includes credits, debits and other adjustments made by the specified date
- Payment is due per contract Net terms from the invoice date

\*Unless otherwise expressly agreed upon in writing

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ADMINISTRATION ACCOUNT:

s.17

### SUBMIT PAYMENTS TO:

Iron Mountain Canada Operations ULC  
d/b/a Iron Mountain Canada  
P.O. BOX 3527 STATION A  
TORONTO, ON M5W 3G4



Customer ID/Name: **s.17** /MIN OF ADVANCED  
EDUCATION (PROV GOV)

Invoice Number: NPT1721  
Invoice Date: 03/31/2017

Description	Qty	Rate	Amount
OFFSITE SHRED, SEC 32 GAL	2.00	3.640	7.28
OFFSITE SHRED, SEC 65 GAL	27.00	5.720	154.44
OFFSITE SHRED, TRIP SCHEDULED	5.00	0.000	0.00
<b>TOTAL SERVICE</b>			<b>161.72</b>
SHREDDING CONTAINER	4.00	0.000	0.00
<b>TOTAL SUPPLIES</b>			<b>0.00</b>
<b>Sub Total</b>			<b>161.72</b>
<b>BRITISH COLUMBIA GST/HST</b>			<b>8.10</b>
<b>INVOICE AMOUNT DUE</b>			<b>169.82</b>

**Balance Activity Summary as of 03/28/2017**

Previous Balance	93.92
Adjustments	
Payments applied by 03/28/2017	0.00
Adjustments as of 03/28/2017	0.00
<b>** Balance as of 03/28/2017</b>	<b>\$93.92</b>
Current Invoice Amount	169.82
<b>Total Balance</b>	<b>\$263.74</b>

**\*\* If the balance as of 03/28/2017 has already been paid, thank you for your payment**

Canadian Tax ID Numbers For Reference Only	
GST/HST/TPS	885517334RT0001
BRITISH COLUMBIA	PST# 1014-7765
MANITOBA	PST# 885517334MT0001
QUEBEC	TVQ# 1019185164
SASKATCHEWAN	PST# 5600135

**CERTIFICATE OF DESTRUCTION:**

IRON MOUNTAIN CERTIFIES THAT THE MATERIALS RELATED TO SHREDDING SERVICES ON THIS INVOICE HAVE ENTERED THE DESTRUCTION PROCESS IN ACCORDANCE WITH OUR SECURE SHREDDING WORKFLOW SO THAT THE INFORMATION CANNOT BE RECONSTRUCTED.





195 Summerlea Road  
Brampton, Ontario L6T 4P6

## Detail Billing Transaction Report

Customer ID/Name: **s.17** /MIN OF ADVANCED EDUCATION (PROV GOV)

Storage Period:

Service Period: 02/22/2017 - 03/28/2017

Department ID/Name: 44000000/835 HUMBOLDT ST

Order Number	Order Date	Bill Code	Description	Storage Date	Qty	UOM	MOS	Rate	Amount
213594336	02/27/2017	2058	OFFSITE SHRED, SEC 32 GAL		1.00	EA	1	3.640	3.64
213594336	02/27/2017	2042	OFFSITE SHRED, SEC 65 GAL		2.00	EA	1	5.720	11.44
213594336	02/27/2017	2411	OFFSITE SHRED, TRIP SCHEDULED		0.33	EA	1	0.000	0.00
STEPHANIE CARR IS THE CONTACT FOR ORDER #213594336									
214416000	03/24/2017	2058	OFFSITE SHRED, SEC 32 GAL		1.00	EA	1	3.640	3.64
214416000	03/24/2017	2042	OFFSITE SHRED, SEC 65 GAL		2.00	EA	1	5.720	11.44
214416000	03/24/2017	2411	OFFSITE SHRED, TRIP SCHEDULED		0.20	EA	1	0.000	0.00
STEPHANIE CARR IS THE CONTACT FOR ORDER #214416000									

Sub Total 30.16  
BRITISH COLUMBIA GST/HST 1.50  
TOTAL 31.66



195 Summerlea Road  
Brampton, Ontario L6T 4P6

## Detail Billing Transaction Report

Customer ID/Name: **s.17** MIN OF ADVANCED EDUCATION (PROV GOV)

Storage Period:

Service Period:

02/22/2017 - 03/28/2017

Department ID/Name: 403219487/835 HUMBOLDT ST

Order Number	Order Date	Bill Code	Description	Storage Date	Qty	UOM	MOS	Rate	Amount
213594337	02/27/2017	2042	OFFSITE SHRED, SEC 65 GAL		3.00	EA	1	5.720	17.16
213594337	02/27/2017	2411	OFFSITE SHRED, TRIP SCHEDULED		0.33	EA	1	0.000	0.00
STEPHANIE CARR IS THE CONTACT FOR ORDER #213594337									
214003502	03/10/2017	2042	OFFSITE SHRED, SEC 65 GAL		3.00	EA	1	5.720	17.16
214003502	03/10/2017	2411	OFFSITE SHRED, TRIP SCHEDULED		1.00	EA	1	0.000	0.00
STEPHANIE CARR IS THE CONTACT FOR ORDER #214003502									
214200464	03/17/2017	2400	SHREDDING CONTAINER		4.00	EA	1	0.000	0.00
STEPHANIE CARR IS THE CONTACT FOR ORDER #214200464									
214416001	03/24/2017	2042	OFFSITE SHRED, SEC 65 GAL		3.00	EA	1	5.720	17.16
214416001	03/24/2017	2411	OFFSITE SHRED, TRIP SCHEDULED		0.20	EA	1	0.000	0.00
STEPHANIE CARR IS THE CONTACT FOR ORDER #214416001									
Sub Total									51.48
BRITISH COLUMBIA GST/HST									2.58
TOTAL									54.06



195 Summerlea Road  
Brampton, Ontario L6T 4P6

# Detail Billing Transaction Report

Customer ID/Name: **s.17** /MIN OF ADVANCED EDUCATION (PROV GOV

Storage Period:	
Service Period:	02/22/2017 - 03/28/2017

Department ID/Name: 1044000000/835 HUMBOLDT ST

Order Number	Order Date	Bill Code	Description	Storage Date	Qty	UOM	MOS	Rate	Amount
213594338	02/27/2017	2042	OFFSITE SHRED, SEC 65 GAL		3.00	EA	1	5.720	17.16
213594338	02/27/2017	2411	OFFSITE SHRED, TRIP SCHEDULED		0.34	EA	1	0.000	0.00
STEPHANIE CARR IS THE CONTACT FOR ORDER #213594338									
214416002	03/24/2017	2042	OFFSITE SHRED, SEC 65 GAL		3.00	EA	1	5.720	17.16
214416002	03/24/2017	2411	OFFSITE SHRED, TRIP SCHEDULED		0.20	EA	1	0.000	0.00
STEPHANIE CARR IS THE CONTACT FOR ORDER #214416002									
Sub Total									34.32
BRITISH COLUMBIA GST/HST									1.72
TOTAL									36.04

Please direct any questions about this report to: Customer Care - 1-800-327-8345 or askcustomerservice@ironmountain.com



195 Summerlea Road  
Brampton, Ontario L6T 4P6

## Detail Billing Transaction Report

Customer ID/Name: **s.17** /MIN OF ADVANCED EDUCATION (PROV GOV)

Storage Period:

Service Period:

02/22/2017 - 03/28/2017

Department ID/Name: 3044000000/835 HUMBOLDT ST

Order Number	Order Date	Bill Code	Description	Storage Date	Qty	UOM	MOS	Rate	Amount
213594339	02/27/2017	2042	OFFSITE SHRED, SEC 65 GAL		3.00	EA	1	5.720	17.16
213594339	02/27/2017	2411	OFFSITE SHRED, TRIP SCHEDULED		1.00	EA	1	0.000	0.00
STEPHANIE CARR IS THE CONTACT FOR ORDER #213594339									
214416003	03/24/2017	2042	OFFSITE SHRED, SEC 65 GAL		3.00	EA	1	5.720	17.16
214416003	03/24/2017	2411	OFFSITE SHRED, TRIP SCHEDULED		0.20	EA	1	0.000	0.00
STEPHANIE CARR IS THE CONTACT FOR ORDER #214416003									
Sub Total									34.32
BRITISH COLUMBIA GST/HST									1.72
TOTAL									36.04



195 Summerlea Road  
Brampton, Ontario L6T 4P6

## Detail Billing Transaction Report

Customer ID/Name: **s.17** /MIN OF ADVANCED EDUCATION (PROV GOV

Storage Period:

Service Period:

02/22/2017 - 03/28/2017

Department ID/Name: 9081747809/835 HUMBOLT ST

Order Number	Order Date	Bill Code	Description	Storage Date	Qty	UOM	MOS	Rate	Amount
213594340	02/27/2017	2042	OFFSITE SHRED, SEC 65 GAL		1.00	EA	1	5.720	5.72
213594340	02/27/2017	2411	OFFSITE SHRED, TRIP SCHEDULED		1.00	EA	1	0.000	0.00
STEPHANIE CARR IS THE CONTACT FOR ORDER #213594340									
214416004	03/24/2017	2042	OFFSITE SHRED, SEC 65 GAL		1.00	EA	1	5.720	5.72
214416004	03/24/2017	2411	OFFSITE SHRED, TRIP SCHEDULED		0.20	EA	1	0.000	0.00
STEPHANIE CARR IS THE CONTACT FOR ORDER #214416004									
Sub Total									11.44
BRITISH COLUMBIA GST/HST									0.58
TOTAL									12.02



195 Summerlea Road  
Brampton, Ontario L6T 4P6

Direct Questions To: Customer Care - 1-800-327-8345 or  
askcustomerservice@ironmountain.com

s.17

0001:0001

MINISTRY OF ADVANCED EDUCATION  
ACCOUNTS PAYABLE  
203-1155 WEST PENDER  
VANCOUVER, BC V6E 2P4  
CANADA

# Invoice

Page 1 of 2

## Account Overview

Invoice Number: NRF2463  
Invoice Date: 03/31/2017  
Storage Period:  
Service Period: 02/22/2017 - 03/28/2017  
Customer ID/Name: s.17 /MINISTRY OF ADVANCED EDUCATION

Due By: 04/30/2017

## New Charges

Storage	0.00
Service	60.64
Supplies	0.00
Other Charges	11.30
Tax	3.59

INVOICE AMOUNT DUE \$75.53

### LEGEND:

- When paying by check please include applicable customer ID(s), invoice number(s) and invoice amount(s)
- Balance Activity does not reflect any payment received that has not or could not be applied to open invoices.
- Storage is billed in advance and may include prorated storage charges for the current period\*
- Services are billed in arrears\*
- Adjustment amount includes credits, debits and other adjustments made by the specified date
- Payment is due per contract Net terms from the invoice date

\*Unless otherwise expressly agreed upon in writing

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PAYMENTS TO: Iron Mountain Canada Operations ULC  
d/b/a Iron Mountain Canada  
P.O. BOX 3527 STATION A  
TORONTO, ON M5W 3G4

Certain services may be billed by Iron Mountain Canada Operations ULC d/b/a Iron Mountain Canada acting as agent on behalf of Iron Mountain Information Management Services Canada, Inc. and/or Iron Mountain Secure Shredding Canada, Inc.

0001:0001





Customer ID/Name: **s.17** MINISTRY OF  
ADVANCED EDUCATION

Invoice Number: NRF2463  
Invoice Date: 03/31/2017

Description	Qty	Rate	Amount
OFFSITE SHRED, SEC 32 GAL	2.00	30.320	60.64
OFFSITE SHRED, TRIP SCHEDULED	1.00	0.000	0.00
<b>TOTAL SERVICE</b>			<b>60.64</b>
ADMINISTRATION FEE	1.00	8.090	8.09
FUEL SURCHARGE - SHREDDING	1.00		3.21
<b>TOTAL OTHER</b>			<b>11.30</b>
<b>Sub Total</b>			<b>71.94</b>
<b>BRITISH COLUMBIA GST/HST</b>			<b>3.59</b>
<b>INVOICE AMOUNT DUE</b>			<b>75.53</b>

**Balance Activity Summary as of 03/28/2017**

Previous Balance	150.81
Adjustments	
Payments applied by 03/28/2017	(75.28)
Adjustments as of 03/28/2017	0.00
<b>** Balance as of 03/28/2017</b>	<b>\$75.53</b>
Current Invoice Amount	75.53
<b>Total Balance</b>	<b>\$151.06</b>

**\*\* If the balance as of 03/28/2017 has already been paid, thank you for your payment**

Canadian Tax ID Numbers For Reference Only	
GST/HST/TPS	885517334RT0001
BRITISH COLUMBIA	PST# 1014-7765
MANITOBA	PST# 885517334MT0001
QUEBEC	TVQ# 1019185164
SASKATCHEWAN	PST# 5600135

**CERTIFICATE OF DESTRUCTION:**

IRON MOUNTAIN CERTIFIES THAT THE MATERIALS RELATED TO SHREDDING SERVICES ON THIS INVOICE HAVE ENTERED THE DESTRUCTION PROCESS IN ACCORDANCE WITH OUR SECURE SHREDDING WORKFLOW SO THAT THE INFORMATION CANNOT BE RECONSTRUCTED.



195 Summerlea Road  
Brampton, Ontario L6T 4P6

Direct Questions To: Customer Care - 1-800-327-8345 or  
askcustomerservice@ironmountain.com

s.17

0001:0002

MINISTRY OF ADVANCED EDUCATION  
ACCOUNTS PAYABLE  
203-1155 WEST PENDER  
VANCOUVER, BC V6E 2P4  
CANADA

## Invoice

Page 1 of 2

### Account Overview

Invoice Number: NWG4303  
Invoice Date: 05/31/2017  
Storage Period:  
Service Period: 04/26/2017 - 05/23/2017  
Customer ID/Name: s.17 MINISTRY OF ADVANCED EDUCATION

Due By: 06/30/2017

### New Charges

Storage	0.00
Service	60.64
Supplies	0.00
Other Charges	11.30
Tax	3.59

INVOICE AMOUNT DUE \$75.53

### LEGEND:

- When paying by check please include applicable customer ID(s), invoice number(s) and invoice amount(s)
- Balance Activity does not reflect any payment received that has not or could not be applied to open invoices.
- Storage is billed in advance and may include prorated storage charges for the current period\*
- Services are billed in arrears\*
- Adjustment amount includes credits, debits and other adjustments made by the specified date
- Payment is due per contract Net terms from the invoice date

\*Unless otherwise expressly agreed upon in writing

### TO VIEW AND PAY ONLINE GO TO:

<http://ca.invoices.ironmountain.com>

USE THIS ENROLLMENT CODE TO CREATE YOUR ORGANIZATION'S ADMINISTRATION ACCOUNT:

s.17

SUBMIT  
PAYMENTS TO: Iron Mountain Canada Operations ULC  
d/b/a Iron Mountain Canada  
P.O. BOX 3527 STATION A  
TORONTO, ON M6W 3G4

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0001:0002



Customer ID/Name: **s.17** /MINISTRY OF  
ADVANCED EDUCATION

Invoice Number: NWG4303  
Invoice Date: 05/31/2017

Description	Qty	Rate	Amount
OFFSITE SHRED, SEC 32 GAL	2.00	30.320	60.64
OFFSITE SHRED, TRIP SCHEDULED	1.00	0.000	0.00
<b>TOTAL SERVICE</b>			<b>60.64</b>
ADMINISTRATION FEE	1.00	8.090	8.09
FUEL SURCHARGE - SHREDDING	1.00		3.21
<b>TOTAL OTHER</b>			<b>11.30</b>
<b>Sub Total</b>			<b>71.94</b>
<b>BRITISH COLUMBIA GST/HST</b>			<b>3.59</b>
<b>INVOICE AMOUNT DUE</b>			<b>75.53</b>

**Balance Activity Summary as of 05/23/2017**

Previous Balance	260.52
Adjustments	
Payments applied by 05/23/2017	(75.53)
Adjustments as of 05/23/2017	0.00
<b>** Balance as of 05/23/2017</b>	<b>\$184.99</b>
Current Invoice Amount	75.53
<b>Total Balance</b>	<b>\$260.52</b>

**\*\* If the balance as of 05/23/2017 has already been paid, thank you for your payment.**

**Canadian Tax ID Numbers For Reference Only**

GST/HST/TPS	885517334RT0001
BRITISH COLUMBIA	PST# 1014-7765
MANITOBA	PST# 885517334MT0001
QUEBEC	TVQ# 1019185164
SASKATCHEWAN	PST# 5600135

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