TTU Departments—

- Register TODAY using the “Shred Week Registration” form at https://www.depts.ttu.edu/services/redraidershred/
- A Red Raider Shred representative will contact you for scheduling.
- Please ensure that all documents slated for pickup are in a sturdy, lidded box, and all binders, metal fasteners (excluding staples), CDs, and hard drives have been removed.
- Don’t forget departments can schedule hard-drive destruction anytime at no cost.

TTU Employees—

- Personal items can be dropped off at the Physical Plant between 11 a.m.—1:00 p.m. on Tuesday, Wednesday, and Thursday (March 26-28). Personal hard drives will not be accepted.

Shredding Paper services are provided to TTU departments and Tech Employees at no cost by Texas Tech’s IT Division and Operations Division.

In lieu of payment for personal shredding, cash and check donations are being accepted and applied towards Housing’s Sustainability Scholarships!

*ACKNOWLEDGEMENT* In accordance with Texas state laws, TTU OP10.10, and TTUHSC OP10.09, all master copies of state records, regardless of their format, must fulfill their minimum retention time before being properly disposed. By submitting documents for shredding during Shred Week, you are acknowledging that these laws and policy requirements have been completely fulfilled. Neither the Operations Division nor the Information Technology Division will be held liable for any information or documentation that does not follow the Texas Tech University System’s records retention schedule. The Texas Tech University System’s record retention schedule is available at http://www.swco.ttu.edu/recordsmanagement/rrs.html. Each department should fill out and maintain its own disposition log to document when master copies of records are disposed. A blank disposition form can be found at http://www.swco.ttu.edu/recordsmanagement/dform.htm. Further records management inquiries can be sent to Lynn Whitfield at lynn.whitfield@ttu.edu.