

Old Files? Back room Clutter?

# Texas Tech SHRED WEEK

NOVEMBER

13th - 17th

Red Raider Shred  
will securely dispose  
of TTU documents  
and hard drives!

## Shred Week Instructions:

- Register TODAY using the 'Shred Week Registration' form at <http://www.depts.ttu.edu/services/redraidershred/index.php>
- 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), CD's and hard drives have been removed.



TEXAS TECH UNIVERSITY  
Operations Division



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Information Technology Division™

\*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 Operations Division nor Information Technology Division will be held liable for any information or documentation that The Texas Tech University System's records 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](mailto:lynn.whitfield@ttu.edu) \*

