

# Information Technology Division Bulletin

vol. 15 no. 7 | March 2019

## IT Spring Cleaning Special Edition

Extending the Life  
of Your Technology

Red Raider  
Shred Week

Storage  
Management

Sanitize  
Your Device

Spring Cleaning  
and Social Media

### Message from the CIO

Each spring, the TTU Office of the CIO designates an "IT Spring Cleaning Week" to reinforce the importance of reducing digital clutter and reducing unneeded paper records containing institutional information. As a component of our IT Security Plan, the spring cleaning initiative helps to improve our information management and data security posture, as well as to promote the efficient use of institutional information technology resources. In this issue, we provide information about our upcoming Red Raider Shred Week—a partnership with the TTU Operations Division. Our climate is challenging for sensitive technology, so we provide two articles on cleaning your devices. Please also consider taking time this week to reduce unnecessary electronic files, and to peruse your social media accounts to eliminate unnecessary or unwanted pictures and information. Here's to another successful spring semester, Go Tech!

—Sam Segrán, Chief Information Officer and Vice President for IT

### Extending the Life of Your Technology

As our west Texas climate brings in another windy and dust-filled spring, please note that dust is problematic when combined with computing equipment! You can improve the health of your computer and possibly extend its life by following a few simple practices:

- Keep the area surrounding your computer clean and free from obstructions that would prevent proper airflow to the system unit or device;
- Avoid stacking papers or other items on your computer case, as these items can act as insulation and cause your device to overheat; Over time, stacked papers and items

- tax the computer internal cooling mechanism;
- Keep liquids and food away from your computer, keyboard, mouse, printers, and other peripherals;
- If you must place your computing device on the floor, put an antistatic guard under the system or peripheral; and
- Keep magnetic devices away from your computer as they can cause damage.

Taking a few simple steps during your annual spring cleaning routine could prevent a larger disaster in the future! Keeping your work area dust free can extend the life of your computer tremendously.

### Red Raider Shred Week

March 25-29

Do you have old files taking up space in your office? Securely dispose of your documents at no cost to your department or area. The TTU IT Division, in partnership with the TTU Operations Division, invites the University community to participate in a campus-wide shredding initiative March 25 through 29, 2019.

#### To schedule and prepare for a pick-up at your location:

1. Register TODAY at <https://www.depts.ttu.edu/services/redraidershred/Shredweek/shredweekform.php>.
2. A Red Raider Shred representative will contact you to schedule a time for pick up.
3. Remove all binders, metal fasteners (excluding staples), CDs, and hard drives. Then place all documents you need shredded in a sturdy, lidded box. For questions or concerns, please contact Red Raider Shred at [redraidershred@ttu.edu](mailto:redraidershred@ttu.edu).

For hard drive and CD shredding, the Red Raider Shred

representative will be able to assist you with instructions. For more information and service details, call Red Raider Shred at (806) 742-8327 (TEAR). In accordance with Texas state laws, TTU OP 10.10, and TTUHSC OP 10.09, 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 TTU IT Division will be held liable for any information or documentation that does not follow the Texas Tech University System's records retention schedule.

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 [swco.ttu.edu/recordsmanagement/dform.htm](http://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).



## Storage Management

In the spirit of “spring cleaning,” the TTU IT Division encourages you to schedule time to sort through your files and emails. Taking a few minutes to look through your email inbox, folders, and archives will help you stay organized and conserve institutional data storage resources.

This same method can be applied to other TTU educational resources offered to faculty and staff such as:

- Mediasite—enterprise lecture capture system;
- SharePoint—multi-purpose web platform used for document and file management;
- Blackboard—learning management system; and
- Wiki—user-managed website that allows users to create and edit web content.

A full list of educational and enterprise services can be viewed here: <https://www.depts.ttu.edu/itts/services/>.

We recommend the following practices when sorting and managing files:

- Establish a system to organize the files you send, receive, and store;
- Delete old/unwanted files that you are not required to retain (Records Retention OP 10.10);
- Be sure to check any Deleted Items, Sent Items, or Junk folders regularly; and
- Archive old files that you need to retain.

Thank you in advance for your efforts in conserving institutional data storage resources. For detailed instructions and support, please contact IT Help Central at (806) 742-4357 (HELP) or [ithelpcentral@ttu.edu](mailto:ithelpcentral@ttu.edu).



## Sanitize Your Device

Statistics vary on the number of bacteria and viruses that live on our devices, but industry experts agree that our devices are in direct contact with a wide variety of contaminants every day. All the more reason to sanitize your devices on a regular basis!

The TTU IT Division invites you to **SANITIZE YOUR DEVICE** on Tuesday, March 26 and Thursday, March 28—11am to 1pm in the SUB, across from Copy Mail. TTU IT will provide device cleaning wipes for you to “sanitize your device” and avoid unwanted germs.



## Spring Cleaning

*Don't forget social media*

As you do your spring cleaning for 2019, don't forget to scour and scrub your social networking sites. Instagram, Twitter, Facebook, and Snapchat carry a magnitude of information about you, your personal life, and that of your friends, family, and additional followers.

### 1. Review and remove old posts or photos

Where possible, look through old posts, comments, and photos. Ask yourself, “Is this the image I would like to reflect to the world?” Additionally, do your posts divulge any personal information about you, your friends, or family?

Social networking sites are notorious repositories of personally identifiable information that cyber criminals can use against us! Information like ‘mother’s maiden name,’ ‘model of your first vehicle,’ or ‘name of your first pet’ are all common security questions associated with email and bank accounts, and much more! We are all guilty of posting this type of information without a second thought.

### 2. Scan your friends and followers lists

Many things come into consideration when deciding to allow someone to ‘friend’ or ‘follow’ us on social networking sites. However, the focus or goal of your sites may have changed since they began. Take a look through your friend and follower lists, and remove accounts of people you may not know, may not wish to keep in contact with, or suspect might be fake accounts.

### 3. Update your privacy settings

Now that you’ve done the majority of your ‘clean up,’ go ahead and take a look at your privacy settings. Make sure you are in control of who can view your profile information, as well as who has the ability to tag you in various posts, comments, or photos.

Taking these steps now can provide better protection going forward. Remember, what you post lasts forever. Even if you have taken the steps to delete a sensitive item, your followers could have saved it already.