

# TEXAS TECH SHRED WEEK

February 12 - 16, 2018

LOTS OF OLD FILES TAKING UP SPACE?  
BACK ROOM CLUTTER?

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

## INSTRUCTIONS

1. Register TODAY using the ‘Shred Week Registration’ form at <https://www.depts.ttu.edu/services/redraidershred/>
2. A Red Raider Shred representative will contact you for scheduling
3. 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



\*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) \*