

W FREE SHREDDING EVENT!

To encourage proper disposal of the University's protected information, the campus [GLBA Committee](#) is hosting a free document and media shredding event. All students, faculty, and staff are encouraged to drop off **professional** or **personal** documents or **media** to ensure they are properly destroyed and recycled. This is a great time to review your departmental records and purge any unwanted documents.

University records must be destroyed in compliance with the University's [Information Security Program](#). Restricted/confidential information should be retained only as long as needed. See [records management](#) and the [University Record Retention Guide](#).

Details

- Personal or professional documents (No plastic or metal; rubber bands & paperclips are ok)
- Non-paper media (CDs, DVDs, VHS, Floppy Disks – For hard drive disposal please contact WMU Surplus)

When

Friday, October 19 - 10 a.m. – 12 p.m.

Where



Sangren Hall (Lot 41)

If you are unable to make this event or have hard drives or more than 15 boxes to dispose of, please contact Data Guardian to schedule a pickup, for a nominal fee, at your convenience (269) 327-8553.

<http://www.dataguardianmi.com>