



FREE SHREDDING EVENT!

To encourage proper disposal of the University's protected information, the campus [GLBA Committee](#) is hosting a free shredding event. All students, faculty, and staff are encouraged to drop off **professional** or **personal** documents or **media** containing confidential information 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)
- Maximum capacity-15 boxes (For more please contact Data Guardian to schedule a pickup, for a nominal fee, at your convenience (269) 327-8553 or Dataguardianmi.com)
- Only documents/media with sensitive/confidential data please

When

Friday, October 16th - 1 – 3 p.m. (or until truck is full)

Where



Sangren Hall (Lot 41)

Data Guardian staff will remove your items once you pull up to their truck.