Clean and Go Green

Record Retention and Disposal

**How long must records be kept?**
Refer to the UR Policy on Record Retention at [http://www.rochester.edu/adminfinance/records.html](http://www.rochester.edu/adminfinance/records.html)

**Have confidential or legally restricted paper records?**
Shred or otherwise render them unreadable. They may also be placed in a designated locked receptacle for pick-up and destruction.

**Have paper records with no confidential or legally restricted info?**
Recycle!

Do you have ideas that should be shared as security tips of the week? If so, please send them to UnivIT_SP@ur.rochester.edu

For more information, please visit: [www.rochester.edu/it/security](http://www.rochester.edu/it/security)