



SECURITY

TIP OF THE WEEK

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>

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