






BE CAREFUL WHAT YOU THROW IN THE TRASH

# Records Management Awareness Day

Records Management is everyone's responsibility

FIU's public records must be properly disposed of and must be recorded.
Sensitive records should be shredded, not simply put in the trash.

FOR ONE DAY ONLY*

FIU staff and faculty can bring personal sensitive or confidential records to the MMC & BBC campus for confidential disposition through our bulk shredding service. Just stop by the Facilities Management designated locations to drop off your confidential or sensitive records to be shredded.

Drive Up or Walk In Hours

@MMC - Thursday, Jan 20 | 8:00am – 4:00pm (**CSC-1144**) *

@BBC - Friday, Jan 21 | 8:00am – 1:30pm (**AC1-195E** ) *

*No registration needed*

**NOTE: ALL disposition of FIU's public records must be properly recorded through the Records Management Liaison Office and must be kept separate from the RM Awareness day.**

**If you are ready for your department's disposition project?**
**Contact your Records Management Liaison Office for assistance**

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Records Management