

# SHRED-A-THON – FREE SHREDDING EVENT

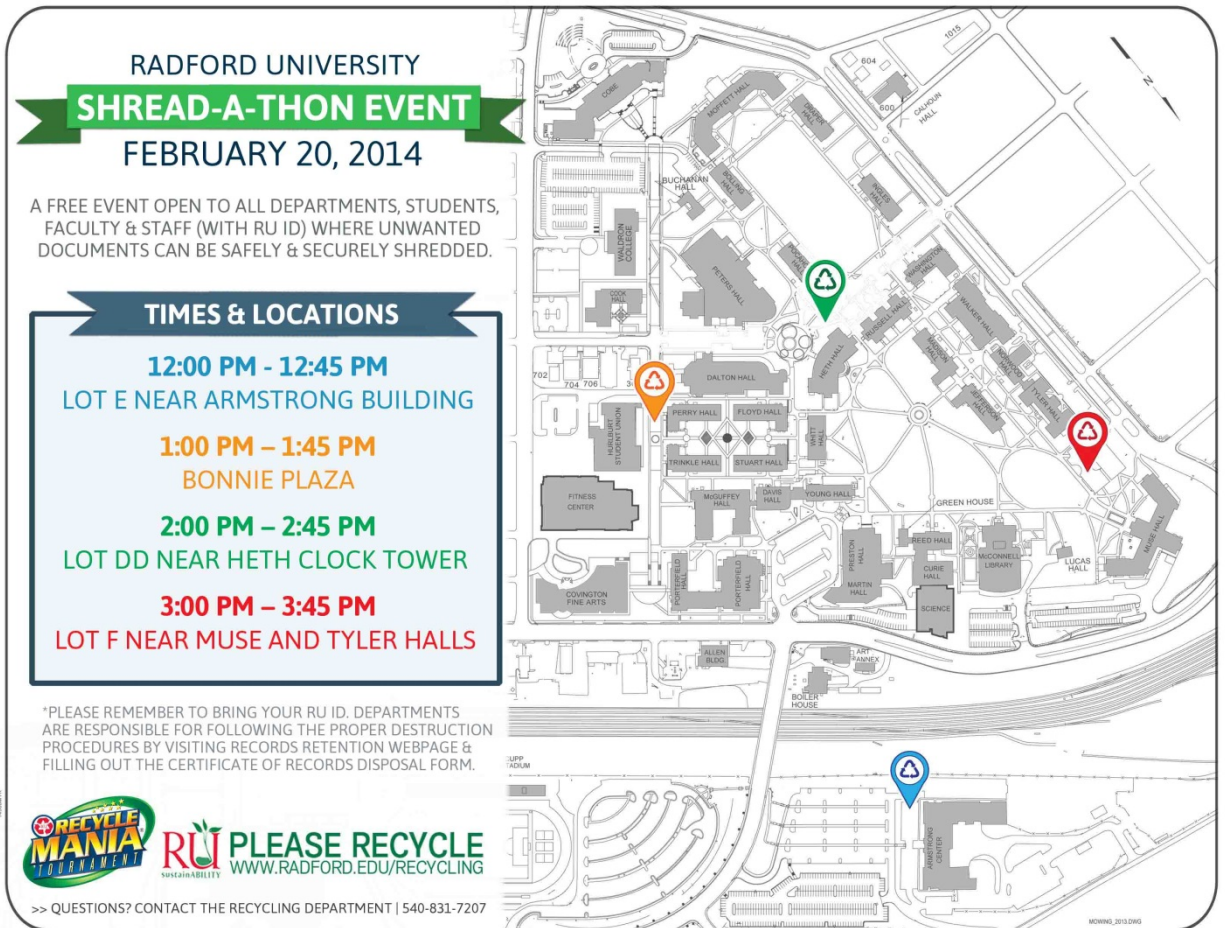
In support of RecycleMania 2014, [RU Recycling](#) will host a campus-wide FREE shredding event on **Feb 20<sup>th</sup> from 12pm-4pm** (or until we pack the truck). The event is open to all departments, students, faculty & staff (with RU ID) where they can safely and securely shred their unwanted documents.

RU Departments are responsible for following the proper destruction procedures by visiting [Records Retention webpage](#).

The shredding truck will be available on campus at the following places and times – (please refer to the campus map below)

- 1) Lot E near Armstrong Building – 12:00 PM - 12:45 PM
- 2) Bonnie Plaza – 1:00 PM – 1:45 PM
- 3) Lot DD near Heth Clock Tower – 2:00 PM – 2:45 PM
- 4) Lot F near Muse and Tyler Halls – 3:00 PM – 3:45 PM

Staples, envelope windows and small paper clips are fine to be included with the material but no binders will be accepted. Please be sure all paper is out of any binders before bringing your material.



**RADFORD UNIVERSITY**  
**SHREAD-A-THON EVENT**  
**FEBRUARY 20, 2014**

A FREE EVENT OPEN TO ALL DEPARTMENTS, STUDENTS, FACULTY & STAFF (WITH RU ID) WHERE UNWANTED DOCUMENTS CAN BE SAFELY & SECURELY SHREDDED.

**TIMES & LOCATIONS**

- 12:00 PM - 12:45 PM**  
LOT E NEAR ARMSTRONG BUILDING
- 1:00 PM – 1:45 PM**  
BONNIE PLAZA
- 2:00 PM – 2:45 PM**  
LOT DD NEAR HETH CLOCK TOWER
- 3:00 PM – 3:45 PM**  
LOT F NEAR MUSE AND TYLER HALLS

\*PLEASE REMEMBER TO BRING YOUR RU ID. DEPARTMENTS ARE RESPONSIBLE FOR FOLLOWING THE PROPER DESTRUCTION PROCEDURES BY VISITING RECORDS RETENTION WEBPAGE & FILLING OUT THE CERTIFICATE OF RECORDS DISPOSAL FORM.

**RECYCLE MANIA TOURNAMENT** **RU PLEASE RECYCLE**  
SUSTAINABILITY [WWW.RADFORD.EDU/RECYCLING](http://WWW.RADFORD.EDU/RECYCLING)

>> QUESTIONS? CONTACT THE RECYCLING DEPARTMENT | 540-831-7207

The map shows the Radford University campus with various buildings labeled, including Dalton Hall, Perry Hall, Floyd Hall, Stuart Hall, Young Hall, Green House, Reed Hall, Curie Hall, McConnell Library, Lucas Hall, Muse Hall, Tyler Hall, Armstrong Building, Bonnie Plaza, Heth Clock Tower, and Armstrong Center. Four shredding locations are marked with colored icons: a green recycling symbol at Dalton Hall, an orange recycling symbol at Perry Hall, a red recycling symbol at Tyler Hall, and a blue recycling symbol at Armstrong Center.