



## FREE SHRED (YOUR HOME FILES AT WORK) EVENT \*



Do you have old bank statements, checks, copies of bills or other **non business-related** confidential papers piling up at home?

### **We can help!**

The University's shred provider, Shred-it, in conjunction with the University Archives, is offering a **free**, secure and confidential document shredding event for Notre Dame faculty and staff.

The 11th biannual shred event will be held on **Wednesday, August 18th from 11:00 am to 1:00 pm**. A Shred-it truck will be parked in the parking lot of the Mason Services Center, which is located off of St. Joseph Drive behind the Notre Dame Federal Credit Union.

The truck accepts **paper only**, so please be sure to remove any binders, binder clips or non-paper items before the event (staples and paper clips are acceptable). For the courtesy of others, we ask that you **limit** your shred material to no more than five (5) file-size boxes. We also ask that you **remain** with your material until it is in the shred truck as Notre Dame cannot be responsible for papers left unattended. We will be happy to **recycle** your empty boxes after the event so feel free to leave these behind.

**Contact Sarah Joswick, Archivist for Records Management, with any questions at:**  
**[sjoswick@nd.edu](mailto:sjoswick@nd.edu) or 574-631-4028**

*\*this event will be held rain or shine*