

Tips

from Business Affairs



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
Business Affairs

Stay **SECURE** & **SHRED** It

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[Document Services](#), a division of General Services in Lubbock, provides a secure document destruction service for TTUHSC departments. The [HIPAA Privacy Rule](#) requires a covered entity such as TTUHSC to correctly dispose of documents/materials with personally protected information (PHI) or other confidential information.

Check Before You Shred

Review any confidential documents to determine whether they are eligible for shredding.

- Be familiar with TTUHSC Records Retention Policy, [HSC OP 10.09](#).
- Know the retention schedule for any documents, [HSC OP 10.09 Attachment A](#).
- Determine if the document is the original or a convenience copy.
- Records with no personal or confidential information can be recycled or thrown away.
- Records containing personal or confidential information, such as social security numbers and grades, should be shredded.

In a perfect world, documents that contain personal or confidential information would be stored separately from documents that can be discarded without shredding. When in doubt of the contents, shred everything.

Services

HIPAA-compliant, cross-cut shredders are used for paper documents. Using appropriate methods, they can also take DVDs, slides, tapes, and other media to render them unreadable.

For the Lubbock campus, General Services shredding services include:

- Providing shred collection bins for rent to departments.
- Picking up shred on a scheduled basis or by special request.
- Bulk shredding of boxed documents.
- Recycling shredded paper and non-confidential documents.

For more information in Lubbock, email documentservices@ttuhsc.edu or (806) 743-4719.

For Amarillo General Services shredding services, call (806) 414-9938. For other campuses, check with your administration.

