

Get ready for . . . . .

# Records Day !

**Thursday**  
**May 12, 2011**

DocuVault is scheduled to come on campus – what a great opportunity to clean out the files in your office!

No need to wait until the last minute – Go ahead and begin sorting your files now! The following locations will accept **boxes (ONLY – no bags!)** of documents to be shredded through **May 11**:

<b><u>BLDG</u></b>	<b><u>CONTACT</u></b>	<b><u>LOCATION</u></b>
<b>AHB</b>	Brooke Ridings	BioHazard Rm in basement
<b>ATB</b>	Stacey Nickell	gray storage container in front of vault (1 <sup>st</sup> floor)
<b>Crounse</b>	Laura Bates	Crounse 101A
<b>ETC</b>	Yumi Matt	Rm. 143
<b>MLRC</b>	SSS staff	Rm. F on 1 <sup>st</sup> floor
<b>Rosenthal</b>	Carla Monroe	closet in Rosenthal210
<b>SC/FA</b>	Karen Mitchell	small classroom near N. Wurgler's office
<b>Waller</b>	Edna Pierce	closet in Waller 101

