



FORT WORTH ISD | FOR THE RECORD CONFIDENTIAL RECORDS DISPOSAL

Always shred **confidential** documents, such as:

- 🔒 Personnel or student information
- 🔒 Financial documents
- 🔒 Contracts, etc.

Only place confidential documents within the shred bins.

Do not place documents on top of the bin or beside the bin. If you need information or assistance with shredding, please contact District Records Management.

District Records Management:
817.814.2115
recordsmanagement@fwisd.org