



CASE

CASE WESTERN RESERVE UNIVERSITY

Office Clean Out Days

WHAT IS A CLEAN OUT DAY?

A clean out day is *any* day that *your* office sets aside to clean up individual offices, work-spaces, and common areas. You can use this day to discard broken furniture, recycle materials such as old telephone books and empty binders, and return library materials. Clean out days free up valuable office space and equipment.

HOW DOES A CLEAN OUT DAY BENEFIT ME?

Coordinate your clean out day with **Case's Sustainability and Recycling Team**. We can provide extra recycling bins for pure white and mixed fiber paper, cardboard, and many other materials! You can also arrange for timely pick up. Coordinate your office clean out day with us and make your office clean out much easier! officecleanout@case.edu or call **368-2931**

WHAT DO I DO ON A CLEAN OUT DAY?

Office clean out days provide your office the opportunity to decide which records should be **retained, retired, or recycled**. The retention period for specific documents is available at www.cwru.edu/finadmi n/controller/record_retention.htm Keep the following guidelines in mind when reviewing your office records:

- **Recycle** all records that have exceeded their retention period as indicated in the applicable records schedule.
- **Retain** only those records required to conduct current department business.

- **Recycle** any personal papers, technical reference materials, and other non-records items that are no longer needed.
- **Retire** all inactive records that are no longer necessary for the operation of department functions.

WHAT CAN I RECYCLE?

- ◆ **Cardboard**
 - Corrugated Cardboard. (wavy inner layer)
 - Chipboard (cereal boxes, paper towel rolls, etc.)
 - Colored file folders
 - Brown mailing envelopes
 - Brown copier paper wrapper

- ◆ **Pure White Paper**
 - Only White Paper
 - NO envelopes
- ◆ **Mixed Fiber**
 - Colored Paper
 - All Envelopes
 - Newspaper
 - Magazines and Catalogs
 - Phonebooks
 - Brown Paper Bags
 - Post It notes



