

Alpha Kappa Alpha Sorority, Incorporated®
Theta Rho Omega Chapter

Proper Disposal of Alpha Kappa Alpha Materials

SHRED OR BURN

- Constitution and Bylaws
- Manual of Standard Procedure
- Rituals
- Any publication of Alpha Kappa Alpha Sorority, Incorporated containing private and confidential information
- International, Regional and Chapter Directories
- Paraphernalia

ELECTRONIC FILES:

- Delete from computers used in public areas, such as libraries, copy centers (FedEx, Kinkos) hotel business centers, work computers and shared computers
- The best practice is to save all information to a disk or other portable data storage device rather than saving information to a hard drive of a computer used in public areas

For more information regarding the proper disposal of Alpha Kappa Alpha information refer to:

The Official Guide to Alpha Kappa Alpha Protocol