

What *Can* and *Cannot* be Shredded?



Can

- Office paper (any color)
- Paperclips and staples
- Spiral notebooks
- Manilla folders
- Binder clips (small)
- Patient folders with metal tiebacks



Cannot

- Phone books
- Newspapers
- Magazines
- Three-ring binders
- Hanging file folders
- Photographs, film or x-rays
- Stickers
- Corrugated cardboard
- ALL plastic materials
- Garbage
- Digital media of any kind

Notes

- We now offer hard drive destruction, please call us for details
- Please ensure all shredding materials being picked up are all clearly marked "Shred" to avoid any confusion