

SECURE DOCUMENT SHREDDING SERVICE

ACCEPTABLE MATERIALS

- any paper
- all envelopes, including windowed
- plastic sleeves
- spiral bindings
- ACCO clips (alligator clips)
- paper clips
- staples
- elastics
- plastic bindings
- duo-tangs
- file folders, including hanging

UNACCEPTABLE MATERIALS

- binders
- electronic media (CDs, DVDs, VHS tapes, X-rays, cassette tapes)
- glass of any type
- plastic bottles
- pop cans
- perishables
- metal/plastic objects, not listed as acceptable
- explosives
- hazardous materials
- any other non-paper products, not listed as acceptable

