

## What to Shred and What Can't Be Shredded?

As experts in the business of information destruction, we are often asked as industry professionals what records should and shouldn't be shredded. Items that can be run through our shredders – and those that can't! Keep in mind, that we can destroy just about anything – this list is mainly for those wishing to utilize our on-site mobile shred truck.

### WHAT CAN BE SHREDDED?

- General mixed office paper
- Computer paper (a.k.a. "Computer Print Out", "Green Bar", "Continuous Feed", "CPO")
- Newspaper
- Catalogues & Magazines
- Books (both soft cover & hard cover)
- Blue prints & Drawings
- Cash Register & Adding Machine Rolls
- Lottery Tickets, Bingo Sheets, Betting Stubs
- Credit Cards, ID Cards
- staples, paperclips, soft folding tabs

### THINGS THAT CAN BE SHREDDED AT AN ADDITIONAL COST

- DVD & CD'S including plastic cases
- X-rays, Negatives, Micro-fiche
- VHS & BETA video tapes
- Plastic containers such as pill bottles

### WHAT CANNOT BE SHREDDED

- Anything containing metal or any metallic alloy (Steel, Iron, Aluminum, Copper, Brass, Tin, Lead, etc)
- Electronic items (Hard Drives, Cameras, Phones, Computers, Printers, Monitors, etc)
- Extremely Hard Plastics or Rubber
- Anything possibly containing magnets
- Matches or Lighters (or anything that could spark a fire)
- Anything corrosive or highly flammable (Harsh Cleaners, Batteries, Powders, Alcohol)
- Anything containing a possible hazardous material or substance
- Fabric Materials (Uniforms, Shirts, Hats, etc)
- 3 Ring binders
- Large paper rolled material
- Reel to reel films or negatives