Secure Shredding

Iron Mountain
Shred bin guidelines

What can go in a shred bin:

- Clean paper, any color and any size
- Blueprints
- Newspapers
- Magazines
- Brochures
- Mail – including window envelopes
- Photographs
- File folders, any color
- No need to remove staples, paper clips, rubber bands or small binders

What does not go in a shred bin:

**Paper Exceptions**
- Cardboard
- Telephone books
- Hardcover books

**Plastics***
- Plastic bags and packing material
- Computer discs, CDs, DVDs
- Backup & VCR tapes
- Transparencies
- ID badges and driver’s licenses
- Microfiche and Microfilm
- X-rays

**Hardware***
- Computer parts
- Printer and photocopier parts
- Trash or hazardous materials
- Metals (including binders, hanging folders, large clips)
- Batteries

*Iron Mountain can provide secure destruction and recycling of these materials. However, we require that the items be collected separately from the paper-based materials.

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