

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

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- 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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