

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.*