



# Knowing What to Shred is Vital

Personal data and confidential information of your customers, employees, and your company must be protected. It's not just good practice. It's the law.

## What to shred:

Although individual needs may vary, here is a good indication of what to shred.

### Personal Documents

- » Any Personally Identifiable Information (PII) ex. birth certificates, travel documents, expired passports
- » Tax documents
- » Banking statements

### Accounting and Information Technology

- » Contracts
- » Customer lists
- » Internal reports
- » Payroll statements
- » Supplier information

### Executive Level

- » Budgets
- » Correspondence
- » Legal contracts
- » Strategic reports

### Sales and Marketing

- » Advertising
- » Customer lists and contracts
- » Strategies
- » Training information

### Procurement

- » Corporate records
- » Supplier purchase orders
- » Supplier records
- » Supplier specifications

### Human Resources

- » Applications
- » Health and safety issues
- » Medical records
- » Payroll information
- » Performance appraisals
- » Training information and manuals

### Research and Development

- » Appraisals, product testing, etc.
- » Formulas, product plans, and tests
- » New product information
- » Reports
- » Specification drawings

## DO NOT place in container:

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| <ul style="list-style-type: none"> <li>✘ Syringes</li> <li>✘ Food, Glass, Cans, etc.</li> <li>✘ Cardboard Tubes</li> <li>✘ Ink Cartridges and Toners</li> <li>✘ Hanging Folders</li> </ul> | <ul style="list-style-type: none"> <li>✘ Electrical Items</li> <li>✘ Hard Drives</li> <li>✘ Office Supplies, Hole Puncher, Staple Remover, etc.</li> <li>✘ Nuts and Bolts</li> </ul> |
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✘ Batteries of Any Type



✘ Large Metal Objects



✘ Electronic Devices