

What Should Go Into Your Infoshred Container?



*****Shredding Containers should never be left unlocked or overfilled*****

✓ YES

■ Confidential Material!

Any document or piece of paper containing sensitive information.

- Stapled Paper
- Paper clips
- Binder clips
- Colored Paper
- Manila Folders
- Hanging Folders
- Medical Charts
- Rubber Bands
- Carbon Paper



⊘ NO

- **Ammunition, solid metal or batteries.**
- Coffee Cups
- Beverage Containers
- Food Packaging
- Food Waste
- Plastics
- Brown Paper Bags
- Plastic Bags
- Newspapers
- Magazines
- Three Ring Binders
- Cardboard
- Tissue or Tissue Boxes
- Paper Towels
- Medical Waste

Technology Related Materials

Please use a separate, labeled container. Call customer service to arrange for pickup.



- * CDs
- * Back-up tapes
- * VHS tapes
- * Hard drives
- * Microfilm
- * Toner Cartridges
- * Cell phones
- * X-ray film