



Paper Shredding Guidelines



What is considered personal information?

General

Name, Address, Phone Number, Email Address, DOB, Signature

Personal ID Numbers

Origin, place of birth, religion, ethnicity, orientation

Medical

Medical info, physical description, DNA, fingerprint, voice, facial map, insurance info

Security

Passwords, PINs, Security Q&A, Access Codes

Financials

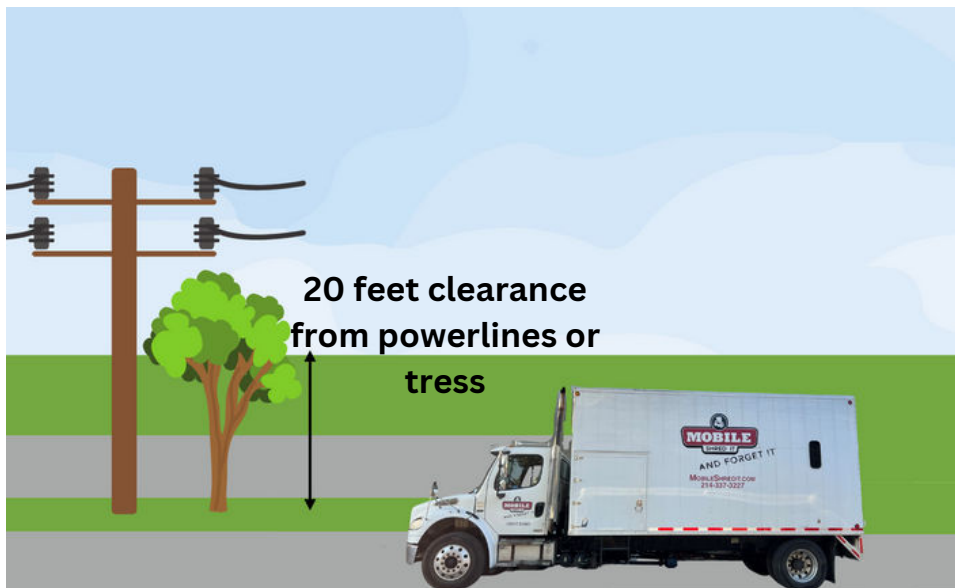
Financial Records, Account Numbers, Credit Card Numbers

Other

Name, Address, Phone Number, Email Address, DOB, Signature

Service Guidelines

- For safety & liability, we cannot service on personal driveway or in alley areas.
- Alert your account manager of any construction on the service site.



SHRED AWAY!

What to Keep

- Staples
- Paperclips
- Rubber bands
- Small Binder Clips
- File Folders

Shred Separately: photos, X-rays, digital media such as CD's, floppy disks, and hard drives

What to Remove

- Large Binder Clips
- Binders
- Coil Binding
- Plastic (Including Ziploc)
- Hanging File Folders
- Metal & Magnets

Paper purges: paper in storage must be in sanitary conditions; boxes with mold, rat droppings, etc. will assessed a contamination fee.