



## Materials Acceptable for Shredding

### What to Shred – Paper Only Please!

Banking Info	Employment Info	Loan Info	Office Paper
Canceled Checks	Financial Statements	Mail	Payroll Info
Copies of Checks	Folders	Magazines	Social Security Info
Credit Card Statements	Insurance Info	Medical Records	
Education Records	Junk Mail	Obsolete Records	

**No need to remove paper clips, staples, file folders, or rubber bands...we can shred those!**

### What NOT to Shred – NO Trash Please!

Ammunition	Chemicals/Cleaners	Metal	Wood
Batteries	Food/Containers	Plastic	X-Ray Film
Binders	Lighters/Match Books	Phones/Cords/Cables	
Cell Phones	Medical Waste	Trash	

**\*\*\*NO TRASH, PLEASE\*\*\***