

# Citadel

Information Management



## Acceptable to place in shredding containers:

Computer-copy paper (any color)	Staples
Magazines	Paper clips
Newspapers	Non-confidential information
Bonded letterhead	Rubber bands
Carbonless forms	Billing invoices
Carbon forms	Tax records
File folders	Bank statements
“Post-It” notes	Personal information
Envelopes (including window envelopes)	Checks
Glossy/coated paper (brochures)	Medical records

Any other documents that contain sensitive, personal, or confidential information



## Items that should never be placed in shredding containers:

\*\*These items can be hazardous and/or create a fire hazard\*\*



### **NO Batteries of any kind** \*\*

### **NO Lighters or Matches** \*\*

### **NO Flammable materials** \*\*

Medical waste (hypodermic needles, bandages, x-rays etc.)	Food wrappers
Aluminum foil	Garbage/food waste
Lunch bags	Metal objects/ items
Keys/ Key Fobs	CD's DVD's, Microfilm/Fiche
Videotapes, Diskettes	Phones
Non-Paper Media	Credit/Gift Cards

\*\*Any/all items that may contain hidden batteries, such as toys, watches, car key fobs...

**Please note:** Customer may be responsible for any damage to equipment or injury to personnel caused by hazardous or unacceptable materials placed in shredding containers during regular business hours or at a Shred Event. This includes all costs associated with cleanup, repair, and liability.

**All destroyed items are 100% recycled whenever possible.  
Thank you for your participation and cooperation.**