

IRON MOUNTAIN SHRED BIN GUIDELINES

WHAT GOES IN A SHRED BIN



- Clean paper, any color and any size
- Blueprints
- Newspapers
- Magazines
- Brochures
- Mail – including window envelopes
- Photographs
- File folders, any color
- No need to remove staples, paper clips, rubber bands or small binders

WHAT DOESN'T GO IN A SHRED BIN



Paper Exceptions

- Cardboard
- Telephone books
- Hardcover books

Plastics*

- Plastic bags and packing material
- Computer discs, CDs, DVDs
- Backup and VCR tapes
- Transparencies
- ID badges and driver's licenses
- Microfiche and Microfilm
- X-rays

Hardware*

- Computer parts
- Printer and photocopier parts
- Trash or Hazardous materials

Metals (including binders, hanging folders, large clips)

*Iron Mountain can provide secure destruction and recycling of these materials. However, we require that the items be collected separately from the paper-based materials.