

# Iron Mountain Shred bin guidelines



## What can go 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 does not go in a shred bin:

### Paper Exceptions

- › Cardboard
- › Telephone books
- › Hardcover books

### Plastics\*

- › Plastic bags and packing material
- › Computer discs, CDs, DVDs
- › Backup & 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)
- › Batteries

*\*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.*

© 2023 Iron Mountain, Incorporated and/or its affiliates "Iron Mountain". All rights reserved. Information herein is proprietary and confidential to Iron Mountain and/or its licensors, does not represent or imply an invitation or offer, and may not be used for competitive analysis or building a competitive product or otherwise reproduced without Iron Mountain's written permission. Iron Mountain does not provide a commitment to any regional or future availability and does not represent an affiliation with or endorsement by any other party. Iron Mountain shall not be liable for any direct, indirect, consequential, punitive, special, or incidental damages arising out of the use or inability to use the information, which is subject to change, provided AS-IS with no representations or warranties with respect to the accuracy or completeness of the information provided or fitness for a particular purpose. "Iron Mountain" is a registered trademark of Iron Mountain in the United States and other countries, and Iron Mountain, the Iron Mountain logo, and combinations thereof, and other marks marked by ® or TM are trademarks of Iron Mountain. All other trademarks may be trademarks of their respective owners.

