

What material can and cannot be shredded?

Can be shredded / put in a shredding container	Cannot be shredded / never to be put in a shredding container
Paper	Wet material
Paper Clips	Aluminum Cans
Staples	Food products
Rubber Bands	Phone Books
Small Binders	Cardboard
File folders – any color	Hard back books
	3 ring binders
	Plastics
	Hanging folders
	Electronic Equipment <ul style="list-style-type: none"> • Computer Hard drives • Personal/laptop computers • Server equipment • Computer peripheral equipment • Monitors • Printers • Cell Phones • Telephone systems • PDA's • Any other electronic-related material