

# About Paper Shredding

## How to prepare paper documents:

- Paper must be dry, clean, and loose
- Remove plastic sleeves /spines /covers /binders /folders
- Remove metal or plastic clips including paperclips and binder clips (small staples are okay)
- Place paper in paper shopping bags or small cardboard boxes
- limit of six (6) paper bags or small boxes

## Accepted Documents

- Bank statements
- Financial planning statements
- Medical history forms
- Retired tax documents
- Documents with personal information, such as social security numbers

## Unaccepted Documents

Recycle these items in your curbside cart:

- Magazines
- Junk mail
- Ads or coupons
- Newspapers

Receipts are not recyclable and should be put in the garbage.

DO NOT PLACE batteries, medications, sharps, and household chemicals, or any items containing these materials

- **DON'T** bring paper in plastic bags. Use paper shopping bags or small boxes
- **DON'T** include photos, slides, negatives, hardcover books, or store receipts
- **DON'T** include expired plastic credit cards or cases for checks
- **DON'T** include anything that is NOT paper