

What to Shred Checklist

Accounting and Information Technology

- ▶ Customer lists
- ▶ Supplier information
- ▶ Internal reports
- ▶ Payroll statements
- ▶ Contracts

Personal Documents

- ▶ Any Personally Identifiable Information (PII) ex. birth certificates, travel documents, expired passports
- ▶ Tax documents
- ▶ Banking statements

Operations

- ▶ Contracts
- ▶ Training information and manuals
- ▶ Health and safety documents
- ▶ Appraisals, product testing results, etc.

Research and Development

- ▶ New product information
- ▶ Formulas, product plans, and tests
- ▶ Specification drawings
- ▶ Reports

Procurement

- ▶ Supplier records
- ▶ Supplier specifications
- ▶ Supplier purchase orders
- ▶ Corporate records

Human Resources

- ▶ Payroll information
- ▶ Performance appraisals
- ▶ Applications
- ▶ Medical records
- ▶ Health and safety documents
- ▶ Training information and manuals

Sales and Marketing

- ▶ Customer lists and contracts
- ▶ Strategies
- ▶ Advertising
- ▶ Training information
- ▶ Promotional items

Executive Level

- ▶ Correspondence
- ▶ Legal contracts
- ▶ Budgets
- ▶ Strategic reports

The following non-paper items can be destroyed on request, but must be separated from paper materials to prevent contamination and risk of fire.

- ▶ CD-ROMs/CD-Rs/DVDs
- ▶ Hard drives
Any kind: laptop, desktop, PATA, SATA, etc.
- ▶ Backup magnetic tapes
Any kind: DLT, mini cartridges, etc.
- ▶ Computer backups
Floppy disk, 3.5 inch disk, 5.25 inch disk, etc.
- ▶ Zip disks
- ▶ USB sticks
- ▶ X-rays
- ▶ Videotapes
- ▶ Cassette tapes
- ▶ Product samples
- ▶ Prototypes

**WARNING:
FIRE HAZARD**



X Batteries of any type



X Large metal objects



X Electronic devices

What Not to Shred

- X** Food, glass, cans, etc.
- X** Candy/food wrappers
- X** Hand tissues
- X** Cardboard tubes
- X** Ink cartridges and toners
- X** Hanging folders
- X** Electrical items
- X** Hard drives are securely destroyed upon request
- X** Office supplies, hole puncher, staple remover, etc.
- X** Nuts and bolts
- X** Syringes



We protect what matters.

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