



## Do's And Don'ts of Shredding

### DO'S

#### Recommended Shredding for your company's SECURITY:

Legal documents	Junk Mail	Payroll records
Cancelled checks	Auto titles & registrations	Computer print outs
Personnel files (terminated)	Insurance policies	Financial statements
Customer lists	Expense records	Price lists
Blueprints and maps	HR files	Technical information
Old invoices and bills	Purchase orders	Correspondence
Tax records	Audit reports	VIN inspections
Proposals	Time cards	Contracts

### DONT'S

1. DeVries will destroy the following but **do not mix** with paper in your container:

Microfilm	Microfiche, X-rays	Credit cards
Computer disks	Computer tapes	Video tapes
Security cards	Carbon paper	Hard drives

2. Items **not accepted** by DeVries for shredding:

Newspaper	Napkins, cups, paper plates	3-Ring binders
Glass or Plastic	Cardboard	Trash