



## The success of our secure shredding program is in your hands.

Secure shredding is a quick, convenient way to dispose of sensitive company information in a timely manner. This new process will protect our company, our customers and each of our employees by reducing the risk of sensitive information being accessed and used for fraudulent purposes. But in order for our new program to succeed, your active participation is needed. Here's how you can help keep us on track.

**WHAT TO DO** All sensitive paper documents that are no longer needed should be placed in the Iron Mountain shredding containers conveniently located throughout the facility. Information stored on digital media should be sorted separately. Speak with the office or facility manager to arrange for a special service collection.

### WHAT TO SHRED

- Any office paper, any color
- File folders, any color
- No need to remove staples, paper clips, rubber bands and small binders

### WHAT NOT TO SHRED

- Plastics
- Common trash
- Hazardous materials
- Metals
- CDs, DVDs

### WHO TO CALL

If our facility needs additional containers, more frequent service or if you have any questions, please contact the office/facility manager or our Iron Mountain Representative.

