

Confidata Shred Day

List of acceptable and unacceptable items

Acceptable Items	Unacceptable Items (Please DO NOT bring)
<p>Old files Old checks (not in boxes) Computer print-outs</p> <ul style="list-style-type: none"> • Laser • Green bar • Multi-stripe • White • Groundwood <p>Rubber bands Typing paper Accounting Ledger sheets Colored writing paper Copier paper Memos Plain envelopes Index cards Plastic tabs Binder clips "Fax" paper Carbonless form Manila file folders Letterhead Brochures Pamphlets Blueprints</p>	<p>3 ring binders Plastic bags (including shopping bags) Food waste Food containers "Kleenex" Paper towels Napkins Coin wrappers Metal Wood Glass Wire String Corrugated cardboard Plastic Type/printer ribbons Toner cartridges Copier paper wrappers Bubble-pack Tyvec (FedEX, ADP) envelopes Padded mailing envelopes Fluorescent colored paper "Carbons" from duplicate forms Polystyrene packing/"peanuts"</p>

Acceptable Items	Unacceptable Items (Please DO NOT bring)
Masking tape White colored bond Message pad paper Unbound reports "Post-It" notes Calculator tapes Ruled tablet sheets Tab cards Fasteners Micro fiche/film* Magnetic tape/media* Floppy diskettes* Photographs*	

* Please note that the Plastic Data (i.e, fiche, film, media, photographs) can be shredded but must remain separate from the paper. Please inquire about this service specifically.

**For further questions: ConfiData can be reached at:

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