

KEEP IT
CONFIDENTIAL

Pellitteri
DATA DESTRUCTION DIVISION

Data Destruction

ACCEPTABLE MATERIALS FOR SHREDDING

Our Data Destruction Division is AAA certified by the National Association for Information Destruction (NAID), the highest level of security available!

WHAT WE CAN SHRED

- All computer and office paper
- Medical records
- Credit card receipts
- Credit applications
- Payroll information
- Personnel information
- Tax returns
- Checks
- Envelopes (including window envelopes)
- File folders (no hanging file folders)
- Spiral notebooks
- Hard cover books (set aside)
- See media items below
- Ask about unique items!

WHAT WE CAN'T SHRED

- Magazines or glossy paper
- Newspaper
- Plastic sheet protectors
- Hanging file folders
- 3-ring binders
- Binder clips or metal clips other than paper clips
- Batteries
- Credit cards
- Hard drives

Staples, paper clips and rubber bands do NOT need to be removed before shredding!

MEDIA WE CAN SHRED

by appointment only

- X-rays
- Photographs
- CDs or DVDs
- Floppy Discs
- Microfiche
- Ask about other items

