

# What to Shred Checklist

## Personal Documents

- ▶ Insurance information
- ▶ Invoices containing your name, address, account number, phone number, or e-mail
- ▶ Document with signature
- ▶ Bank statements
- ▶ Canceled and voided checks
- ▶ Pre-approved credit card applications
- ▶ Credit report and histories
- ▶ Tax forms, Paystubs, W2 forms
- ▶ Travel itineraries
- ▶ Used airline tickets
- ▶ Documents containing password or PIN
- ▶ Educational records
- ▶ Student transcript
- ▶ Investment transaction
- ▶ Legal documents

## Accounting and Information Technology

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

## Human Resources

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

## Operations

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

## Procurement

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

## Sales and Marketing

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



### WARNING: FIRE HAZARD



#### 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



**X** Batteries of any type



**X** Large metal objects



**X** Electronic devices

**We protect what matters.**<sup>SM</sup>

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