

What Can and Cannot be shredded

What can be shredded:

Paper products, hanging file folders, folders with brads, manila folders, binder clips, paper clips, staples, note books, check books, magazines, newspapers, envelopes, floppy discs, cd's

What cannot be shredded:

3 ring binders, plastic sheet protectors, cardboard boxes, tapes, electronics, large pieces of metal or plastic, trash, batteries