

## What to Shred

Use this guide to help ensure the correct items get shredded securely, and to ensure unsuitable materials do not enter the shredding cycle.

Accounting & IT	Human Resources	Research & Development
<ul style="list-style-type: none"> <li>✓ Contracts</li> <li>✓ Customer Lists</li> <li>✓ Internal Reports</li> <li>✓ Payroll Statements</li> <li>✓ Supplier Information</li> </ul>	<ul style="list-style-type: none"> <li>✓ Applications</li> <li>✓ Health and Safety issues</li> <li>✓ Medical records</li> <li>✓ Payroll information</li> <li>✓ Performance Appraisals</li> <li>✓ Training Information and Manuals</li> </ul>	<ul style="list-style-type: none"> <li>✓ Appraisals, Products, Testing etc.</li> <li>✓ Formulas, Product Plans and Tests</li> <li>✓ New Product Information</li> <li>✓ Reports</li> <li>✓ Specification Drawings</li> </ul>
Executive Level	Procurement	Sales & Marketing
<ul style="list-style-type: none"> <li>✓ Budgets</li> <li>✓ Correspondence</li> <li>✓ Legal Contracts</li> <li>✓ Strategic Reports</li> </ul>	<ul style="list-style-type: none"> <li>✓ Corporate Records</li> <li>✓ Supplier Purchase Orders</li> <li>✓ Supplier Records</li> <li>✓ Supplier Specifications</li> </ul>	<ul style="list-style-type: none"> <li>✓ Advertising</li> <li>✓ Customer Lists and Contracts</li> <li>✓ Strategies</li> <li>✓ Training Information</li> </ul>

### You can also securely destroy electronic media:

- ✓ Hard drives (laptop, desktop, PATA, SATA, etc.)
- ✓ Backup Magic Tapes
- ✓ Floppy Disks
- ✓ Zip Disks
- ✓ Optical Media (CDs, DVDs, Blu-ray, and HD DVD)

### You can't shred these items:

- × Sharp Objects
- × Batteries
- × Ink Cartridges/Toners
- × Large Metal Objects
- × Food, Glass, Cans, etc.
- × Pressurised Containers
- × Cardboard Tubes
- × Electrical Items