SHRED RIGHT
The Information Destruction Authority™

NO BATTERIES

Documents:
Destruction Console Acceptable and Unacceptable Items

Acceptable Items:

Paper documents containing sensitive or confidential information:

- Financial statements and records
- Employee records and personal identification
- Legal documents and contracts
- Client files and customer data
- Internal memos and meeting notes
- Invoices and receipts
- Credit card statements and bank account information
- Medical records and health insurance forms
- Old or outdated business documents

Unacceptable Items:

Non-paper items:

- Binders and binder clips
- Batteries of any kind
- Paper clips and staples (large quantities)
- Plastic sleeves or sheet protectors
- Laminated documents
- Cardboard or thick paper stock
- CDs, DVDs, and other digital media
- Food wrappers and containers
- Tissues, napkins, and paper towels

IT Media:
Destruction Console Acceptable and Unacceptable Items

Acceptable Items:

Outdated or no longer needed electronic storage devices and media:

- USB drives or flash drives
- CDs, DVDs, and Blu-rays
- SD cards and memory cards
- Floppy disks and zip disks
- Magnetic tapes (e.g., backup tapes)
- SIM cards
- Hard Drives, Solid State Drives
- M.2. and Memory Card Style Drives
- Microfilm/Microfiche

Unacceptable Items:

Non-storage electronic devices and components:

- Desktop and laptop computers
- Monitors, keyboards, and mice
- Smartphones and tablets
- Electronic cables and chargers
- Batteries of any kind
- Circuit boards and computer components

If in doubt, please contact us: assistance@shredrightnow.com or 651-647-3484