

# RICHARDS & RICHARDS

OFFICE RECORDS MANAGEMENT

## What Can I Put in the Paper Security Containers?

### Items Allowed

White Paper  
Colored Office Paper  
Manila Folders  
Mailing Envelopes  
Brochures  
Computer Printouts  
Checks  
All Office Paper  
Invoices  
Staples  
Paper Clips  
Acco Fasteners (Binder Clips)  
Magazines\*\*\*  
Newspapers\*\*\*  
Telephone Books  
Hardback Books  
Shredded Paper



### Items NOT Allowed

Batteries  
Toner Cartridges  
Computer Parts\*  
Corrugated Paper  
Electronics, e.g. scanners  
Circuit Boards\*  
Scrap Metal  
Leather Products  
Food Items  
Biohazard Materials  
Styrofoam Cups  
Paper Towels  
Cans  
Paper Bags  
Transparencies\*  
Cereal Boxes Plastic\*  
X-Rays\*  
Photos\*  
Paper Cups & Plates\*\*  
Food Wrappers\*\*  
Kleenex Tissues  
Carbon Paper



\*Plastic, magnetic and electronic media can not be placed in the paper destruction security containers. Computer parts or computer equipment are not accepted. (we can provide a separate bin for media items to be destroyed)

\*\*Food contaminates shredded paper bales and thus causes the bales to not be recyclable.

\*\*\*Please do not bring magazines/newspaper from home.