



ACCEPTABLE ITEMS

Rev 2022Q3

PAPER SHREDDING

NOTICE: By providing your material to KARD for shredding, you warrant your compliance with this list of Acceptable Items and assume responsibility for all damages to KARD equipment or personnel resulting from your intentional or accidental inclusion of non-compliant materials. Staples, Paper Clips, Rubber Bands and Binder Clips are permitted.

Acceptable Items

All White and Colored Paper products, plus

Envelopes of all sizes (Window and Kraft)

Post-it®/Sticky Notes

File Folders (single and accordion style)

Notebooks and Note Pads (perfect, glue, and spiral bound)

Books (text, paperback, soft and hardcover) and Brochures

If and only if separated from office paper and for an extra fee, KARD also accepts...

Newspapers & Magazines

Imaging films (dental, medical)

Microfilm and Microfiche

CD/DVD/Blu-ray discs, floppy diskettes

Hard & Solid State Drives

Cell Phones & Personal Information Managers

Promotional Products with trademarked and copyrighted content

(e.g., jackets, shirts)

EXAMPLES OF NON-COMPLIANT OR UNACCEPTABLE ITEMS

Generally except the items listed above, all non-paper items, including, but not limited to

Hanging file folders with metal strips
3- and other multi-ring binders
Any Contaminated and Hazardous Materials,
Chemicals & pharmaceuticals

Glass, plastic, aluminum, tin,
other metals, Styrofoam®, food,
beverages, animal and human waste