

# Paper Document Destruction

## YES

- Paper Documents containing personal or secure information
- Documents with staples and paper clips



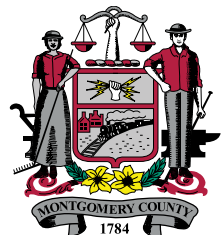
## NO

- Non-paper items: Batteries, Binders, Compact Disks, Metal
- Paper that should be recycled, not shredded, like newspapers, magazines, folders, and cardboard
- Plastic including plastic bags

- The bins are for **CONFIDENTIAL PAPER DOCUMENTS** only. Do not use as a paper recycling bin.
- Once documents have been put into the bin, they should be considered **DESTROYED**.
  - County employees may **NOT** contact the shred company to have the bins unlocked.
  - County employees may **NOT** ask the shred vendor to retrieve documents or to shred additional boxes.
- Bins will be emptied every other week.
  - All documents will be shredded and the paper will be recycled.
- Changes to your bins can be made by contacting Montgomery County Recycling.
  - The size of your bins can be changed between 32 gallon consoles and 64 gallon totes.
  - The number of bins in your department can be increased or decreased at your request.
  - Your bins can be relocated by the shred company after contacting the County Recycling.
- The County is charged per bin, so if a bin is not being maximized, please have it removed.
  - Bins may **NOT** be relocated without notification to County Recycling.
  - Destruction of boxes of old confidential documents must be arranged with Montgomery County Recycling **PRIOR** to a scheduled shred day. Shred employees will **NOT** purge boxes without prior approval.

### Contact Montgomery County Recycling

with questions, issues, and bin change requests at [Recycling@montcopa.org](mailto:Recycling@montcopa.org)



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