

Confidential Non-Paper Media Shredding

All confidential non-paper media generated at work.
Shred all materials containing an individual's personal, financial, medical or legal information.

✓ YES

CONFIDENTIAL



Employee photos
and badges



VHS tapes, cassettes, CDs, floppy disks and
other storage media that contain confidential
information



Computer hard drives

✗ NO



Confidential paper documents
(place in confidential paper shredding bin)



Mixed paper of any type
(place in mixed paper bin)



CD, DVD and VHS cases