



Confidential Paper Shredding

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

✓ YES

CONFIDENTIAL



Confidential documents

| | | | |
|---|--------|-------|---------|
| 5 | 110.44 | ZAPR | 1877.05 |
| 7 | | ZAPR | 1991.23 |
| | 114.18 | SAPR | 2105.41 |
| | 114.18 | 16APR | 2356.66 |
| | 251.25 | 17APR | 2321.08 |
| 8 | | 20APR | 2456.06 |
| | 114.18 | 23APR | 2550.24 |
| | 114.18 | 30APR | |



Checks and financial receipts

STATEMENTS



Personnel folders

| DATE | ACCOUNT | DESCRIPTION | AMOUNT | CHECK | CHECK |
|----------|---------|-------------|---------|-------|---------|
| 01/01/01 | 1000 | STATEMENT | 100.00 | | 100.00 |
| 02/01/01 | 1000 | STATEMENT | 200.00 | | 200.00 |
| 03/01/01 | 1000 | STATEMENT | 300.00 | | 300.00 |
| 04/01/01 | 1000 | STATEMENT | 400.00 | | 400.00 |
| 05/01/01 | 1000 | STATEMENT | 500.00 | | 500.00 |
| 06/01/01 | 1000 | STATEMENT | 600.00 | | 600.00 |
| 07/01/01 | 1000 | STATEMENT | 700.00 | | 700.00 |
| 08/01/01 | 1000 | STATEMENT | 800.00 | | 800.00 |
| 09/01/01 | 1000 | STATEMENT | 900.00 | | 900.00 |
| 10/01/01 | 1000 | STATEMENT | 1000.00 | | 1000.00 |
| 11/01/01 | 1000 | STATEMENT | 1100.00 | | 1100.00 |
| 12/01/01 | 1000 | STATEMENT | 1200.00 | | 1200.00 |

Medical information

✗ NO



Mixed paper that is nonconfidential
(place in mixed paper bin)



Tyvek envelopes
Plastic envelopes



Binders