

CONFIDENTIAL SHREDDING PROCEDURES

****Please note the following items are NOT acceptable for confidential shredding and must be removed****

- no personal shredding
- all plastics including transparencies
- hard, glue or spiral bound books/ booklets/pads
- string
- elastics
- binders and duotangs
- plastic and metal file folders
- cd's and floppy disks
- large metal clips (staples and regular paper clips ok)
- duct tape and packing tape

Please ensure all documents are confidential material only, once your boxes are "shred ready" they can be dropped off at Distribution Services. Non-confidential paper can also be dropped off in the recycler room located near Distribution Services, basement of the Charles J. McCaffray Hall

Non - Paper confidential shredding is available, please separate from your paper shredding and contact Distribution Services

Locals 25634 & 25635 distributionservices@urbc.ca