

SECURE DOCUMENT SHREDDING



What Can You Shred?



- ✓ Bank account, financial, credit card statements
- ✓ Job applications
- ✓ Confidential letters
- ✓ Brokerage reports
- ✓ Legal documents
- ✓ Medical records
- ✓ Insurance policies
- ✓ Canceled checks
- ✓ Pay stubs
- ✓ Contracts
- ✓ Tax records
- ✓ Invoices
- ✓ Receipts
- ✓ Items with phone number, name, address, account number, & social security number



Please do not put anything else into the box with paper for shredding!



The city of Manassas offers three secure document shredding events per year. There is a four-box maximum limit based on the standard size copy box.



Putting Prohibited items in with paper to be shredded can cause a fire in the truck or contaminate the truckload of paper, causing it to be rejected at the recycling facility.

Prohibited Items!



- ✓ Business documents
- ✓ Binders, plastic document covers
- ✓ Paper clips, metal binder clips
- ✓ Magazines, newspapers, wet/damp/moldy paper
- ✓ Film, photographs, X-rays
- ✓ Books, catalogs, maps of any kind
- ✓ Batteries, electronics
- ✓ Credit cards

