



## Business Data Record Services

---

### **ITEMS FOR DESTRUCTION**

#### **PAPER/PRINTED MEDIA**

Office Paper  
Colored Paper  
Financial Information  
Glossy Paper  
Computer Paper  
Annual Records  
Checks  
Stationery  
Letterhead  
File Folders  
Laminated Items  
Brochures  
Report Covers  
Envelopes  
Posters  
Meeting Notes  
Payroll Data  
OverRuns

#### **MICRO MEDIA**

Computer Tapes  
Video Tapes  
Computer Disks  
Credit Cards  
Security Cards  
X-rays  
Microfiche  
Blackberry's(without Batteries)

#### **HARD DRIVES**

**Note:** No need to remove staples, paper clips or bindings. It's all shredded.