

Document Preparation Checklist for preparing paper for shredding:

When preparing records to be shredded please refer to the check list below:

1. Remove all staples,
2. Remove all paper clips,
3. Remove all binder clips,
4. Remove all clamps, etc.,
5. Burst all computer printouts, pamphlets, books and booklets,
6. Fill out Destroy This Box form and tape to front of box.