



Lancaster-Fairfield
**Community Action Recycling
 Mobile Confidential Document
 Shredding Service**



1761 E. Main Street P.O. Box 768
 Lancaster, Ohio 43130-0768
 740-687-1295

NEW RECYCLING OPPORTUNITY IN FAIRFIELD COUNTY

On-Site Mobile Shredding Truck



- THIS SERVICE IS FOR RESIDENTS AND COMMERCIAL BUSINESSES
- THERE IS A \$25.00 MOBILE SERVICE FEE PLUS \$.12 PER POUND. SERVICE FEE IS WAIVED IF YOU DELIVER MATERIALS TO THE CENTER
- YOUR CONFIDENTIAL DOCUMENTS WILL BE SHREDDED TO 5/16TH. OF AN INCH. THE NATIONAL ASSOCIATION OF INFORMATION DESTRUCTION (NAID) REQUIRES THAT IT BE NO MORE THAN 1/2 INCH
- STAPLES AND PAPER CLIPS ATTACHED TO DOCUMENTS ARE ACCEPTABLE
- CERTIFICATE OF DESTRUCTION PROVIDED
- BOOKS AND OTHER THICK MATERIALS ARE NOT ACCEPTED

WHAT SHOULD BE SHREDDDED?

Accounts Payable and Receivable

Confidential financial information

Business correspondence

Drafts of contracts

Obsolete contracts

Obsolete personnel records

Arbitration/grievance files

Job applications

Insurance forms and records

Medical records

Legal documents

Payroll records

Classified documents

Customer or client lists

Client/customer records

Ballots

Obsolete Negotiable (bearer bonds, coupons, etc.)