



# Texas Security Shredding

## Paper Collection



### Acceptable

All Paper Materials  
You do not need to remove staples,  
paper clips, binder clips  
Folders with metal brads  
3-Ring Binders



### Unacceptable

No metals  
No batteries  
No electronics  
No CD's  
No hard drives



# Texas Security Shredding

## Electronic Collections



### Acceptable

Barcoding equipment  
Blackberry's  
Cables / Cords  
CD ROM/ DVD Drives  
Cell Phone batteries  
Cell Phones  
Circuit / Motherboards  
Computers  
Docking Stations  
Fax Machines  
Hard Drives (must be separate)  
Keyboards  
Laptop Batteries  
LCD Monitors  
Mainframes  
Memory  
Mice  
Network Hardware  
Notebooks & Laptops  
PDA's  
Power Supplies  
Radios  
Scanners  
Shredders  
Tape Drives  
Telephones  
Video Cameras  
Wireless devices



### Unacceptable

Floor Copiers, Printers and Multipurpose  
Florescent tubes  
Hazardous Waste  
CRT Monitors  
Items with Freon  
Kitchen / Bathroom appliances  
Light Bulbs  
Microwaves  
Oils  
Paints  
Speakers  
Stereos  
Televisions  
Vacuum Cleaners  
Batteries  
**NO hazardous waste**

### Recycling Only

**Texas Security Shredding undertakes no responsibility or obligation to destroy any data contained within the electronics.**