

# Blue-Pencil recommends to shred **EVERYTHING.**

## Paper Documents

If you do not practice “**SHRED-ALL**”, confidential documents may include, but are not limited to:

### Accounting & Finance

- Budgets and forecasts reports
- Internal statements
- Correspondance
- Internal presentations
- Strategies
- Policies and procedures

### Sales, Marketing and R&D

- Training information
- Price lists
- Strategies and advertising plans
- New product development plans
- Customer contracts
- Testing results, formulas, reports
- Internal and customer presentations

### Human Resources

- Performance appraisals
- Medical records
- Payroll information
- Resumees
- Policies
- Correspondance
- Incident reports

### Customer Service, IT and Administrative

- Purchase orders
- Customer and vendor lists
- Customer and vendor contracts
- Product/service quotations and pricing
- System documents
- Meeting notes
- Correspondance

### Operations and Supply Chain

- Demand planning reports
- Supplier records and contracts
- Production and service schedules
- Correspondance
- Inventory reports
- Procurement documents

### Executive Level

- Correspondance
- Strategies
- Legal contracts
- Budgets
- Letters
- New business development plans

## Non-Paper

Keep non-paper products separate from paper documents. Contact us to schedule a service for your non-paper destruction needs.

### Hard Drive and Media

- Hard drives
- Back up tapes
- CDs, DVDs
- USB drives
- Smart phones
- Tablets
- Videotapes

### Product

- Pharmaceutical waste
- Apparel
- Consumer packaged goods
- Toys
- X-Rays
- Samples

### Non-Shreddable Items

- Batteries
- Ink cartridges and toners
- Glass
- Food
- Pressurized containers



*Tip: If uncertain, destroy it.*