



**Kent Record Management, Inc.**

*STORE | SCAN | SHRED*

# Confidential Document Destruction

## PAPER ONLY!!!

### Acceptable

Any Paper  
Business Forms  
Carbonless Forms  
Drawings/Blueprints  
Envelopes  
Laser Printouts  
Magazines  
Manila File Folders  
Newspaper  
Paper Clips/Staples  
Ream Wrappers  
Rubberbands  
Slick/Coated Paper  
Soft Metal Prongs

### Not Acceptable

3-Ring Binders  
Anything Wet  
Aluminum Cans  
Batteries  
CDs/DVDs\*  
Clipboard  
Garbage  
Hard Plastics  
Large Metal Clips  
Overhead Transparencies  
Paper Contaminated w/ food or waste  
Paper Towel/Facial Tissue  
Phone Books  
Pill Bottles\*  
Plastic Bags/Wrapping

\*KRM will destroy electronic media (backup tapes, CDs/DVDs, etc.), hard drives, and prescription bottles, but we ask that those materials be kept separate from the paper.