



Redwood/Renville Regional MRF  
907 West Bridge St  
Redwood Falls, MN 56283

507-637-1800

## **Document destruction guidelines\***

Unacceptable item list:

1. Paper clips
2. Binder clips
3. Rubber bands
4. Three-ring binders
5. Any kind of metal or plastic spiral
6. Sheet protectors
7. Photographs
8. Plastic report covers
9. Checkbook/calendar/ date planner covers
10. Credit cards
11. Laminated items
12. Any non-paper Office supplies (small staples are okay)
13. Books of any kind with hard covers
14. Any item that does NOT contain private information and/or isn't office paper:
  - Newspapers
  - Magazines
14. Any paper item that can (and should) be placed into the garbage:
  - Facial tissue
  - Paper towels
  - Paper plates

Please take the time to prepare your paper prior to placing it in a recycling cart. Including any of the above items may damage our shredder and/or affect our final shredded product.

This is not an exhaustive list. If you have questions, please call.

**\*Applies to business and personal shredding.**