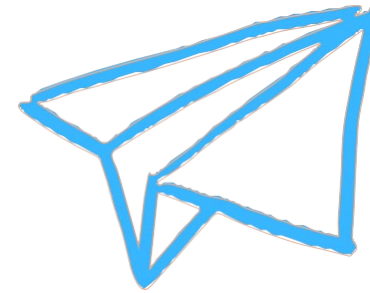


# OLLU Shred Day

NOVEMBER 4TH



## FIRST THINGS FIRST:

CAN IT BE RECYCLED, OR DOES IT NEED TO BE SHREDDED?

USE THIS LINK TO DETERMINE: [RECYCLE VS SHRED](#)



1

CONSULT THE:

[RECORDS  
DESTRUCTION  
SCHEDULE](#)



2

RECORD  
DESTRUCTION  
BY USING THE:  
[RECORDS  
DESTRUCTION  
FORM](#)



3

PLACE  
PRIVATE FILES  
IN A  
STANDARD  
SIZE BANKERS  
BOX



4

CAN LEAVE IN:  
STAPLES



5

MUST REMOVE:  
♦ SPIRAL  
♦ BINDERS  
♦ METAL CLIPS  
♦ PAPER CLIPS



6

BRING  
STANDARD  
SIZE BANKERS  
BOX TO SHRED  
TRUCK

FOR MORE INFORMATION EMAIL [MSCOTKA@OLLUSA.EDU](mailto:MSCOTKA@OLLUSA.EDU) OR  
[NLMONSIBAIS@OLLUSA.EDU](mailto:NLMONSIBAIS@OLLUSA.EDU)