



# Secure Document Destruction



Have documents that you want shredded? Don't wait for a paper shredding event, bring them to your Town or City Hall for secure destruction now.

The collection bin remains locked until the materials are shredded on site by the document destruction company, keeping your files secure. Recycle your confidential materials with confidence on your schedule—no need to wait for a special collection event. Open to all Ontario County residents. **NO BUSINESS WASTE ACCEPTED.**

- ✓ **Accepted:** paper documents, file folders, junk mail
- ✗ **Not accepted:** binder clips, hard cover books, metal (staples and paper clips are accepted and don't need to be removed), non-confidential materials (ex. magazines)

\*Limit of 1 box per household per month.

**Once material has been placed in bin it cannot be retrieved.**

Have questions about how it works? Call us at (585) 393-3090 with any questions.

Visit [OntarioCountyRecycles.org](http://OntarioCountyRecycles.org) for information about recycling, waste diversion, special collections, and more.

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