



LANCASTER-FAIRFIELD
COMMUNITY ACTION RECYCLING
**CONFIDENTIAL DOCUMENT
SHREDDING**



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LANCASTER, OH 43130-0768
740.687.1295

FREQUENTLY ASKED QUESTIONS

WHAT IS THE COST?

The standard rate is 12¢ for each pound of material that you'd like to have shredded. You can bring your items in to the Community Action Recycling Center and we can shred them here or we can come to your facility, remove the material, and shred on-site with our mobile shredder. There is an additional \$25.00 service fee for on-site mobile services within Fairfield County. Additional fees apply for services outside of Fairfield County.

WHAT IS THE SHRED SIZE?

Your documents will be shred into 5/16th inch strips.

CAN I WITNESS THE SHREDDING?

If you'd like to witness the shredding process, please contact us ahead of time to schedule an appointment. You can witness your items be destroyed during in-plant services at the Recycling Center and during on-site shreds at your facility.

ARE WALK-INS ACCEPTED AT THE RECYCLING CENTER?

If you have more than one standard size file box (12"x15.5"x10") of confidential documents or you'd like to see your documents be destroyed, we do ask that you please call ahead to schedule an appointment. Less than one standard size file box (12"x15.5"x10") of material can be dropped off during normal business hours and it will be locked and secured until it is destroyed. Our standard rate of 12¢ per pound will be charged for additional documents over the standard file box.

DO STAPLES AND PAPERCLIPS NEED TO BE REMOVED? DO THREE-RING BINDERS, BINDERCLIPS, AND FOLDERS NEED TO BE REMOVED?

Staples and paperclips are accepted, as are rubber bands and folders with brass fasteners. To avoid unnecessary wear and tear on our equipment, we try to avoid shredding large binder clips, though it is not a requirement that they be removed. Three-ring binders cannot be shredded.

ARE CERTIFICATES OF DESTRUCTION PROVIDED?

Certificates of Destruction are provided with every scheduled shred. They are also available upon request for walk-in shreds at the Recycling Center.

FREE ESTIMATES!

FOR MORE INFORMATION, PLEASE CONTACT:
LANCASTER-FAIRFIELD COMMUNITY ACTION RECYCLING
740.205.8043 www.fairfieldrecycles.org