



## Lancaster-Fairfield Community Action Recycling Program

# CONFIDENTIAL DOCUMENT SHREDDING

## Document Shredding Information

### What is the cost for Confidential Document Shredding?

The standard rate is \$0.12/pound.

### How do I get items shredded?

You can bring items to the Community Action Recycling Center for shredding or we can come to your facility and shred on-site with our mobile shredder. There is an additional \$25 service fee for on-site services.

### Do you work outside Fairfield County?

Please contact us at (740) 687-1295 for more information.

### What is the shred size?

Your documents will be shredded into 5/16" strips.

### Can I witness the shredding?

If you would like to witness the shredding process, please contact us to schedule a specified appointment time.

### Do staples, paperclips and binder clips need removed?

No, you do not need to remove staples or paperclips from your documents. We prefer that you remove as many binder clips as possible.

### Can you shred three-ring binders?

No, three-ring binders can not be shredded. Items will need to be removed in order to be destroyed.

### Are walk-ins accepted at the Recycling Center?

You can drop off up to one standard size file box (12"x15.5"x10") at the Recycling Center to be destroyed at no charge. These documents will be locked and secured until they are destroyed. If you need to witness the shredding process or have more than one standard size file box, please contact us at (740) 687-1295 to schedule an appointment.

### Do you provide a Certificate of Destruction?

A Certificate of Destruction is provided with every scheduled shredding appointment. They are also available upon request for walk-in shreds at the Recycling Center.

Contact us with questions or to  
schedule an appointment:

p: (740) 687-1295  
[www.fairfieldrecycles.org](http://www.fairfieldrecycles.org)

