



When in doubt...

Don't throw it out! Shred it. White Pine Wealth Management is hosting a Shred Event in May. If you've got loads of confidential documents, paperwork, and statements that you no longer need to retain, but are holding on to because they contain sensitive information, White Pine Wealth Management invites you to drop by our office to help stuff the Iron Mountain confidential shred bins we've ordered just for you. Keeping your information safe is our top priority! See below for times and shredding guidelines.

Just stop by **5 Fundy Road**, drive around the back of the building, and ring our doorbell at the following times. We'll take it from there!

Monday, May 20th

9:00 am - 4:00 pm

Tuesday, May 21st

9:00 am - 4:00 pm

Wednesday, May 22nd

9:00 am - 4:00 pm

Here are the [guidelines](#) for what we can and cannot take.

WHAT GOES IN A SHRED BIN*



- > Clean paper, any color and any size
- > Blueprints
- > Newspapers
- > Magazines
- > Brochures
- > Mail – including window envelopes
- > Photographs
- > File folders, any color
- > No need to remove staples, paper clips, rubber bands or small binders

WHAT DOESN'T GO IN A SHRED BIN*



Paper Exceptions

- > Cardboard
- > Telephone books
- > Hard cover books

Plastics**

- > Plastic bags and packing material
- > Computer discs, CDs, DVDs
- > Backup and VCR tapes
- > Transparencies

- > ID badges and driver's licenses
- > Microfiche and Microfilm
- > X-rays

Batteries (no batteries of any kind)

Hardware**

- > Computer parts
- > Printer and photocopier parts
- > Trash or Hazardous materials

Metals (including binders, hanging folders, large clips)

Biohazardous and Medical Waste (including needles and sharps)

*These guidelines apply to all Iron Mountain containers, bins, consoles and other receptacles.