



*when in doubt...*

**Don't throw it out! Shred it.**



**White Pine Wealth Management is hosting a Shred Event in June. 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, check out this [Record Keeping Refresh](#).**

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!

<b>Monday, June 1</b>	9:00 am - 4:00 pm
<b>Tuesday, June 2</b>	9:00 am - 4:00 pm
<b>Wednesday, June 3</b>	9:00 am - 4:00 pm

**Here are the guidelines for what Iron Mountain can and cannot take.**



**What can go 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 does not go in a shred bin:**

**Paper Exceptions**

- Cardboard
- Telephone books
- Hardcover books

**Plastics**

- Plastic bags and packing material
- Computer discs, CDs, DVDs
- Backup adn & VCR tapes
- Transparencies
- ID badges and driver's licenses
- Microfiche and Microfilm
- X-rays

**Hardware**

- Computer parts
- Printer and photocopier parts
- Trash or hazardous materials
- Metals (including binders, hanging folders, large clips)
- Batteries