

IM Month 2021: Declutter Challenge



Challenge 16: Secure Shred Bins

April 23

Worth Repeating



Declutter Challenge – Secure Shred Bins

Frequently transfer the contents of your personal recycling bins into the appropriate secure shred bins in your area.

Leaving printed material on top of or next to shredding bins, printers or in garbage cans is not an acceptable practice as it increases the risk of unauthorized access to, or disclosure of, personal and/or confidential information. Where possible always print using Secure Print.

If your contents are too large for the opening or the secure shredding bin is full, please bring them to those within your IM Program for assistance.