

# PROPER RECYCLING DOCUMENT DESTRUCTION

A Guide to doing it right in Lawrence  
and Mercer Counties.

Identity theft is a serious problem. In addition to the risk of identity theft occurring from information found on-line, your personal information can also be on paper documents such as bank statements, bills, credit card offers, and junk mail. To reduce the risk of your identity being stolen from paper documents it is important that you take measure to destroy documents containing personal identifiable information.

Paper documents, including shredded paper, are recyclable.

## Document Destruction for Businesses and Institutions

Professional document destruction services are readily available for businesses and institutions and is regularly used by hospitals, doctor's offices, financial institutions, government offices, and attorneys. Services vary slightly, but document destruction companies offer on-going, on-call, and one-time services for their customers.

## Document Destruction for Residents

Residents concerned about documents with personally identifiable information can shred their own or use a professional company.

Personal shredders are available in strip cut or cross cut versions. Cross cut is more secure than strip cut and choosing a shredder that cuts into smaller pieces increases the security. Shredded paper is recyclable but check with your recycler program to verify acceptance. Some haulers and programs will not accept shredded paper or have special guidelines.

Shredded paper can also be composted with your leaf and yard waste. Paper is high in carbon so make sure that you have sufficient green material available. You may need to add a little fertilizer for Nitrogen to your compost pile. Download our "Keep it at Home: Compost" booklet for detailed information about backyard composting.

 [www.mercercountypa.gov/recycling](http://www.mercercountypa.gov/recycling)

[www.lawrencecountypa.gov/recycling](http://www.lawrencecountypa.gov/recycling)

This publication is funded in part through a grant from the PA Department of Environmental Protection.



Recycling/Solid Waste Department  
(724) 658-6925





## What about Credit Cards, Hard Drives, and Electronic Media?

Professional companies offer services that destroy these items as well. Be sure to use a company that will give you a Certificate of Destruction and for credit card information, use a company that is PCI (Payment Card Industry) compliant

Some personal shredders have the ability to shred credit cards and CD's. These are not recyclable locally so be sure to dispose of the pieces in your trash if you go this route.

Hard drives should be erased and physically destroyed. There are software programs available to erase your hard drive. Hard drives contain a variety of important rare earth elements that should be recycled after they have been destroyed. Most legitimate electronics recycling companies will safely recycled hard drives and for a small fee will provide a Certificate of Destruction guaranteeing data destruction and recycling.

### IMPORTANT INFORMATION

- Keep in mind that professional destruction companies charge a fee for their services.
- Information provided on this page is current as of March 2020 and can be found on-line. Because things change, we recommend always calling or checking on-line to verify the latest information.

### Document Destruction Services for Residents

Fedex Office  
GoIn Postal  
Iron Mountain \*  
Office Max  
Protect-N-Shred  
Shred Nation  
Staples  
UPS Store

These are drop-off locations

\*Offers on-site services.

### Document Destruction Services for Businesses

Access  
Allegheny Records  
Destruction  
Iron Mountain  
Shred-it  
Shred Nation

 [www.mercercountypa.gov/recycling](http://www.mercercountypa.gov/recycling)

[www.lawrencecountypa.gov/recycling](http://www.lawrencecountypa.gov/recycling)

This publication is funded in part through a grant from the PA Department of Environmental Protection.



Recycling/Solid Waste Department  
(724) 658-6925

