



# UAlbany Shredding Day

Join us on

**Thursday, May 17, 2018**

Locations:

8:30-10 am: Hawley Lot (Downtown Campus)

10:30-12:00 pm: GEC Lot (Health Sciences Campus)

**Materials OK to shred:**

- Paper/cardstock
- Manila folders
- Paper clips
- Stapled paper
- Checkbooks

**NOT to be shredded:**

- Plastic ring binders
- CD's
- Metal binder clips

\*Please note: Shredding Day is a popular day among UAlbany faculty and staff. As always, we will do our best to prevent long lines. Those who bring an unusually large volume of items may be asked to pause their shredding job to allow others with less items to go ahead.

For more information about what can/can't be shredded, please call our shredding provider, 3N Document Destruction, Inc. at 518-877-4060