



HOW DO I GET RID OF IT?

The A to Z Guide for Recycling & Disposal in Pinellas County

<http://www.pinellascounty.org/utilities/getridofit>

Questions? Call Solid Waste at 464-7500.

All phone numbers are area code 727, unless otherwise indicated.

Documents / Records

business files or records

If confidentiality is NOT an issue:

1. **Recycle** documents (shredded or unshredded) at [curbside or drop-off](#) with “mixed paper.” Please put loose papers in a paper bag to avoid litter.

If confidentiality IS an issue:

1. **Dispose** using a document management company to shred confidential papers on-site or off-site, and provide a Certificate of Destruction. Fees vary. The following companies offer confidential shredding services in Pinellas County:

Name	Phone	Services
A-1 Document Security	896-1088	Off-site
A-American Document Destruction	724-3388	On-site
Accu-Shred	532-8212	On-site or off-site
Anchor Archives	943-9290	On-site or off-site
Archive Corp.	(813) 874-1577	Off-site
Business Archives	(813) 242-6402	Off-site
Business Records Management	447-3199	On-site or off-site
Cintas Document Management	(813) 626-2919	On-site
Confidential On-Site Paper Shredding	528-4500	On-site or off-site
Iron Mountain	(800) 327-8345	On-site or off-site (recurring only)
M&B Shredded Paper	573-2366	On-site
Proshred Security	524-0723	On-site
Sarasota Document Shredding	(941) 927-7586	On-site or off-site
Secure On-Site Shredding	738-0123	On-site
Secure Shred (Louise Graham)	577-5462	Off-site (free pick-up)
Shred It	(800) 697-4733	On-site or off-site
Shred-Ex	787-5743	On-site or off-site
ShredQuick	895-9700	On-site or off-site
Stevens & Stevens Business Records	573-3900	Off-site

2. **Dispose** at [Solid Waste Operations](#) (\$37.50/ton or flat rate for qualifying vehicles).
 - a) Papers should be secured in trash bags or boxes.
 - b) Notify Scalehouse personnel on arrival that you have confidential records. You will be directed to the hand unload area, unless you are using a dump-type vehicle which will be directed to Waste-to-Energy (WTE) plant. Roll-offs from the hand unload area are routed to WTE when full.
 - c) The facility has a “no scavenging” policy, meaning, whatever comes into the gates cannot be taken or looked through. An attendant is present at the hand unload facility during all operating hours to enforce this policy.
 - d) No disposal certification is issued other than the scale ticket.

Also see: [Paper](#) (for non-confidential documents)

This guide is provided as a service for our residents. A listing does not constitute an endorsement by Pinellas County.

The listing is not all-inclusive or exclusive, and is subject to change. Contact the organizations listed to verify program details.

Help us keep the guide up-to-date! Please [click here](#) to give us comments, corrections, or additions.