



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 papers or files

1. Business options:

- a) *Non-confidential documents:* **Recycle** documents (shredded or unshredded) at [curbside or drop-off](#) with “mixed paper.” Place loose or shredded papers in a paper bag to avoid litter. For additional options, see [Paper](#).
- b) *Confidential documents:* **Hire** a document management company to shred paper and provide a Certificate of Destruction. The paper is usually recycled unless it is mixed with items such as transparencies or discs. The following companies offer confidential shredding services in Pinellas County for a fee:

Name	Phone	Services
A Shred Ahead	(813) 642-7621	On-site
A-1 Document Security	896-1088	On-site or off-site
A-American Document Destruction	724-3388	On-site
ACC Recycling	896-9600	On-site or off-site
Accu-Shred	532-8212	On-site or off-site
Anchor Archives	943-9290	On-site or off-site
Archive Corporation	(813) 874-1577	On-site or off-site
Business Archives	(813) 242-6402	Off-site
Business Records Management	447-3199	On-site or off-site
Cintas Document Management	442-3344	On-site or off-site
Confidential On-Site Paper Shredding	528-4500	On-site or off-site
Iron Mountain	(800) 934-3453	On-site or off-site (recurring only)
Proshred Security	573-7772	On-site
Sarasota Document Shredding	(941) 927-7586	On-site or off-site
Secure On-Site Shredding	738-0123 or e-mail	On-site
Secure Shred (Louise Graham)	577-5462	Off-site
Shred It	(813) 621-2589	On-site or off-site
Shredder Mike	446-1469 or e-mail	On-site (large quantities) or off-site
Shred-Ex	787-5743	On-site or off-site
Shredman of Florida	813) 814-7722	On-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.

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.



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Document/Records *continued*

- 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) Due to Waste-to-Energy facility logistics, observation of document destruction is not possible.
- e) No disposal certification is issued other than the scale ticket.

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