

GOVERNANCE SERVICES

WHAT CAN I PUT IN THE RECYCLING CONSOLE?

DO'S

- ✓ Envelopes
- ✓ Carbon paper
- ✓ Confidential paper (commercially sensitive or personal information)
- ✓ Glossy paper
- ✓ Letterheads
- ✓ Magazines
- ✓ Prospectuses
- ✓ Newspapers
- ✓ Office paper
- ✓ Thin cardboard paper
- ✓ Promotional brochures
- ✓ Marketing materials
- ✓ Course handbooks
- Treasury tags (preferably not, re-use wherever possible)
- Bulldog clips (preferably not, re-use wherever possible)

DON'TS

- × CD's*
- × Floppy disks*
- × USB sticks*
- × Audio/Video cassettes*
- × Ring binders
- × Box files
- × Thick cardboard packaging
- × Cellophane
- × Plastic folders/wallets
- × Plastic presentation documents
- × Food

**Some departments have been provided with a console for the disposal of non paper items – this console will be clearly marked and staff can place CD's, floppy disks, USB Sticks, video cassettes into this console.*