**Definition of Materials**

The following materials shall be considered acceptable for document destruction and disposal services pursuant to the terms and conditions identified in this RFP

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| White and Colored Paper and cardstock (All grades and colors), including, but not limited to: | Copier paper  Computer Paper  Fax paper  Ledger paper  Card Stock  NCR forms (carbonless)  Road maps |
| All envelopes with or without adhesive labels and stamps, and with or without plastic windows, including, but not limited to: | Regular 10#  Window  Kraft (brown)  White |
| Adding Machine Tape |  |
| Post-it notes |  |
| File Folders (Manila) |  |
| Copier paper (Ream) Wrappers |  |
| Shredded Paper | May be in bags |
| Confidential materials | Boxed and marked as confidential |
| Newsprint Paper and Publications, including, but not limited to: | Newspapers  City Telephone Books  State Telephone Books  NE State Statute Books and Revisions |
| Books or Bound materials, regardless of quality of paper or type of binding |  |
| Glossy and Coated Paper, including, but not limited to: | Magazines  Catalogs  Junk Mail  Sales Literature & brochures  Calendars  Publications |
| Non-paper items, including, but not limited to: | Paper clips  Staples  Spiral and GBC (Plastic Comb) Bindings  Rubber bands  Binder Clips |
| Additional non-paper items that require destruction include, but are not limited to, the following: | X-Rays  Magnetic Tapes  Computer Disks  Roll Film  Micro Fiche  Aperture Cards  Other Miscellaneous Items |