

Make A Difference Day Collection Trucks

May 18, 2014 10 a.m. – 1 p.m.

Habitat for Humanity

- Kitchen appliances
- Furniture
- Household items

Funds2Orgs

- Gently worn shoes of any kind

Shred-It

Executive Level:

- Strategic Reports
- Budgets
- Legal Contracts
- Correspondence

Research & Development:

- New product information
- Reports
- Formulas, product plans and tests
- Specification Drawings

Human Resources:

- Payroll Information
- Performance Appraisals
- Applications
- Disciplinary reports and promotions
- Medical records
- Treatment programs

Accounting and Information Technology:

- Payroll statements
- Budget schedules
- Internal reports
- Supplier information
- Customer lists

Operations:

- Manuals
- Training Information
- Activity sheets

Procurement:

- Supplier records
- Supplier specifications
- Supplier purchase orders

-Contracts

-General service information

-Health and safety issues

-Appraisals, product testing, etc.

-Supplier confidential information

-Corporate records

Sales & Marketing:

-Customer lists and contacts

-Strategies

-Advertising

-Activity sheets

-Training information