$\left.\begin{array}{|l|l|ll||}\hline \begin{array}{l}\text { KEEP } \\ \text { HERE }\end{array} & & \text { KEEP } \\ \text { KEEP } \\ \text { HERE }\end{array}\right)$

| $\begin{aligned} & \text { KEEP } \\ & \text { HERE } \end{aligned}$ | $\begin{aligned} & \text { KEEP } \\ & \text { HERE } \end{aligned}$ | $\begin{aligned} & \text { KEEP } \\ & \text { HERE } \end{aligned}$ |
| :---: | :---: | :---: |
| $\begin{array}{ll}  & \text { KEEP } \\ \text { HERE } \end{array}$ | $\begin{aligned} & \text { KEEP } \\ & \text { HERE } \end{aligned}$ | K) KEEP HERE |
| $\begin{aligned} & \text { KEEP } \\ & \text { HERE } \end{aligned}$ | $\begin{aligned} & \text { KEEP } \\ & \text { HERE } \end{aligned}$ | (3) KEEP $\begin{aligned} & \text { HERE }\end{aligned}$ |
| $\begin{aligned} & \text { KEEP } \\ & \text { HERE } \end{aligned}$ | $\begin{aligned} & \text { KEEP } \\ & \text { HERE } \end{aligned}$ | $\text { 5\%) } \begin{aligned} & \text { KEEP } \\ & \text { HERE } \end{aligned}$ |
| $\begin{aligned} & \text { KEEP } \\ & \text { HERE } \end{aligned}$ | (5) KEEP | KEEP HERE |
| $\begin{aligned} & \text { KEEP } \\ & \text { HERE } \end{aligned}$ | $\begin{aligned} & \text { KEEP } \\ & \text { HERE } \end{aligned}$ | $\begin{aligned} & \text { KEEP } \\ & \text { HERE } \end{aligned}$ |
| $\begin{aligned} & \text { KEEP } \\ & \text { HERE } \end{aligned}$ | $\begin{aligned} & \text { KEEP } \\ & \text { HERE } \end{aligned}$ | $\begin{aligned} & \text { KEEP } \\ & \text { HERE } \end{aligned}$ |
| $\begin{array}{ll} \text { KEEP } \\ \text { HERE } \end{array}$ | $\begin{aligned} & \text { KEEP } \\ & \text { HERE } \end{aligned}$ | (3) KEEP HERE |
| $\begin{aligned} & \text { KEEP } \\ & \text { HERE } \end{aligned}$ | $\begin{aligned} & \text { KEEP } \\ & \text { HERE } \end{aligned}$ | (5) KEEP HERE |
| $\begin{aligned} & \text { KEEP } \\ & \text { HERE } \end{aligned}$ | $\begin{aligned} & \text { KEEP } \\ & \text { HERE } \end{aligned}$ | (3) KEEP HERE |
| $\begin{aligned} & \text { KEEP } \\ & \text { HERE } \end{aligned}$ | $\begin{aligned} & \text { KEEP } \\ & \text { HERE } \end{aligned}$ | (3) KEEP HERE |
| $\begin{aligned} & \text { KEEP } \\ & \text { HERE } \end{aligned}$ | $\begin{array}{ll} \text { KEEP } \\ \text { HERE } \end{array}$ | (3) KEEP HERE |
| KEEP $\begin{array}{r}\text { KERE }\end{array}$ | $\begin{aligned} & \text { KEEP } \\ & \text { HERE } \end{aligned}$ | KEEP HERE |
| $\begin{aligned} & \text { KEEP } \\ & \text { HERE } \end{aligned}$ | $\begin{aligned} & \text { KEEP } \\ & \text { HERE } \end{aligned}$ | KEEP HERE |
| KEEP HERE | KEEP HERE | K) KEEP HERE |
| $\begin{aligned} & \text { KEEP } \\ & \text { HERE } \end{aligned}$ | $\begin{aligned} & \text { KEEP } \\ & \text { HERE } \end{aligned}$ | (3) KEEP $\begin{aligned} & \text { HERE }\end{aligned}$ |
| $\begin{aligned} & \text { KEEP } \\ & \text { HERE } \end{aligned}$ | $\begin{aligned} & \text { KEEP } \\ & \text { HERE } \end{aligned}$ | (3) KEEP HERE |


| $\begin{aligned} & 3 \text { KEEP } \\ & \text { ELSEWHERE } \end{aligned}$ | K) KEEP | $\begin{array}{ll} \text { KEEP } \\ \text { ELSEWHERE } \end{array}$ |
| :---: | :---: | :---: |
| $\text { 3. } \begin{aligned} \text { KEEP } \\ \text { ELSEWHERE } \end{aligned}$ | 5. KEEP | 3. KEEP |
| $\begin{aligned} \text { KEEP } \\ \text { ELSEWHERE } \end{aligned}$ | $\text { 5. } \begin{aligned} & \text { KEEP } \\ & \text { ELSEWHERE } \end{aligned}$ | $\begin{aligned} & \text { KEEP } \\ & \text { ELSEWHERE } \end{aligned}$ |
| $\text { K. } \begin{aligned} & \text { KEEP } \\ & \text { ELSEWHERE } \end{aligned}$ | KEEP | 3. KEEP |
| $\begin{aligned} & \text { KEEP } \\ & \text { ELSEWHERE } \end{aligned}$ | $\text { KEEP } \begin{aligned} & \text { KESEWHERE } \\ & \text { ELS } \end{aligned}$ | KEEP |
| KEEP | $\text { 5. } \begin{aligned} & \text { KEEP } \\ & \text { ELSEWHERE } \end{aligned}$ | 5. KEEP |
| $\begin{array}{ll} \text { KEEP } \\ \text { ELSEWHERE } \end{array}$ | $\begin{array}{ll} \text { KEEP } \\ \text { ELSEWHERE } \end{array}$ | KEEP ELSEWHERE |
| $\text { (3.) } \begin{aligned} & \text { KEEP } \\ & \text { ELSEWHERE } \end{aligned}$ | $\text { 3. } \begin{aligned} & \text { KEEP } \\ & \text { ELSEWHERE } \end{aligned}$ | $\begin{aligned} & \text { KEEP } \\ & \text { ELSEWHERE } \end{aligned}$ |
| K KEEP | $\text { 5. } \begin{aligned} & \text { KEEP } \\ & \text { ELSEWHERE } \end{aligned}$ | $\text { K. } \begin{aligned} & \text { KEEP } \\ & \text { ELSEWHERE } \end{aligned}$ |
| $\text { 3. } \begin{aligned} & \text { KEEP } \\ & \text { ELSEWHERE } \end{aligned}$ | 5. KEEP $\begin{aligned} & \text { ELSEWHERE }\end{aligned}$ | KEEP |
| (3) KEEP | $\text { 5. } \begin{aligned} & \text { KEEP } \\ & \text { ELSEWHERE } \end{aligned}$ | $\begin{array}{ll} \text { KEEP } \\ \text { ELSEWHERE } \end{array}$ |
| (3) KEEP | $\text { 5. } \begin{aligned} & \text { KEEP } \\ & \text { ELSEWHERE } \end{aligned}$ | (3) KEEP |
| $\begin{aligned} & \text { KEEP } \\ & \text { ELSEWHERE } \end{aligned}$ | $\text { K. } \begin{aligned} & \text { KEEP } \\ & \text { ELSEWHERE } \end{aligned}$ | KEEP |
| (3) KEEP | $\text { 5. } \begin{aligned} & \text { KEEP } \\ & \text { ELSEWHERE } \end{aligned}$ | 3. KEEP |
| (3) KEEP | $\text { K. } \begin{aligned} & \text { KEEP } \\ & \text { ELSEWHERE } \end{aligned}$ | $\begin{aligned} & \text { KEEP } \\ & \text { ELSEWHERE } \end{aligned}$ |
| $\begin{aligned} & \text { KEEP } \\ & \text { ELSEWHERE } \end{aligned}$ | 3. KEEP | KEEP |
| $\begin{array}{ll} 3 & \text { KEEP } \\ \text { ELSEWHERE } \end{array}$ | $\text { 5. } \begin{aligned} & \text { KEEP } \\ & \text { ELSEWHERE } \end{aligned}$ | $\text { K. } \begin{aligned} & \text { KEEP } \\ & \text { ELSEWHERE } \end{aligned}$ |

$\left.\begin{array}{|l|l|l|l|l|}\hline & \begin{array}{l}\text { REPAIR or } \\ \text { REPURPOSE }\end{array} & & \begin{array}{l}\text { REPAIR or } \\ \text { REPURPOSE }\end{array} & \\ \text { REPAIR or } \\ \text { REPURPOSE }\end{array}\right)$

| $\begin{aligned} & 3 y \text { RECYCLE: } \\ & \text { BINS } \end{aligned}$ | RECYCLE: BINS | $\begin{aligned} & \text { RECYCLE: } \\ & \text { BINS } \end{aligned}$ |
| :---: | :---: | :---: |
| $\begin{aligned} & \text { RECYCLE: } \\ & \text { BINS } \end{aligned}$ | $\begin{aligned} \text { RECYCLE: } \\ \text { BINS } \end{aligned}$ | $\begin{aligned} & \text { RECYCLE: } \\ & \text { BINS } \end{aligned}$ |
| (7) RECYCLE: BINS | $\begin{aligned} & \text { RECYCLE: } \\ & \text { BINS } \end{aligned}$ | $\begin{aligned} & \text { RECYCLE: } \\ & \text { BINS } \end{aligned}$ |
| RECYCLE: BINS | $\begin{array}{ll}  & \text { RECYCLE: } \\ \text { BINS } \end{array}$ | $\begin{aligned} \text { RECYCLE: } \\ \text { BINS } \end{aligned}$ |
| $\begin{aligned} & \text { RECYCLE: } \\ & \text { BINS } \end{aligned}$ | $\begin{aligned} & \text { RECYCLE: } \\ & \text { BINS } \end{aligned}$ | $\begin{array}{ll} \text { RECYCLE: } \\ \text { BINS } \end{array}$ |
| $\begin{aligned} & \text { RECYCLE: } \\ & \text { BINS } \end{aligned}$ | RECYCLE: BINS | $\begin{array}{ll} \text { RECYCLE: } \\ \text { BINS } \end{array}$ |
| $\begin{aligned} & \text { RECYCLE: } \\ & \text { BINS } \end{aligned}$ | $\begin{aligned} & \text { RECYCLE: } \\ & \text { BINS } \end{aligned}$ | $\begin{aligned} & \text { RECYCLE: } \\ & \text { BINS } \end{aligned}$ |
| RECYCLE: BINS | $\begin{array}{ll}  & \text { RECYCLE: } \\ \text { BINS } \end{array}$ | RECYCLE: BINS |
| $\begin{aligned} & \text { RECYCLE: } \\ & \text { BINS } \end{aligned}$ | $\begin{aligned} & \text { RECYCLE: } \\ & \text { BINS } \end{aligned}$ | RECYCLE: BINS |
| R. RECYCLE: BINS | RECYCLE: BINS | RECYCLE: BINS |
| $\begin{aligned} & \text { RECYCLE: } \\ & \text { BINS } \end{aligned}$ | $\begin{aligned} \text { RECYCLE: } \\ \text { BINS } \end{aligned}$ | $\begin{array}{ll} \text { RECYCLE: } \\ \text { BINS } \end{array}$ |
| $\begin{aligned} & \text { RECYCLE: } \\ & \text { BINS } \end{aligned}$ | RECYCLE: BINS | $\begin{aligned} & 3 \text { RECYCLE: } \\ & \text { BINS } \end{aligned}$ |
| $\begin{aligned} & \text { RECYCLE: } \\ & \text { BINS } \end{aligned}$ | RECYCLE: BINS | RECYCLE: BINS |
| RECYCLE: BINS | 5 RECYCLE: <br> BINS  | RECYCLE: BINS |
| RECYCLE: BINS | Re. RECYCLE: BINS | RECYCLE: BINS |
| $\begin{aligned} & \text { RECYCLE: } \\ & \text { BINS } \end{aligned}$ | $\begin{aligned} \text { RECYCLE: } \\ \text { BINS } \end{aligned}$ | $\begin{aligned} & \text { RECYCLE: } \\ & \text { BINS } \end{aligned}$ |
| RECYCLE: BINS | $\begin{array}{\|l} \text { RECYCLE: } \\ \text { BINS } \end{array}$ | RECYCLE: BINS |

$\left.\begin{array}{|l|l|l|l|l|}\hline & \text { RECYCLE: } \\ \text { ARRANGE }\end{array}\right)$
$\left.\begin{array}{|l|l|l|l|}\hline & \begin{array}{l}\text { DISCARD: } \\ \text { TRASH }\end{array} & & \text { DISCARD: } \\ \text { Drop-off Point }\end{array}\right)$

| CONFIDENTIAL! |
| :--- | :--- | :--- | :--- |
| SHRED etc. |


|  | DONATE or <br> SELL |  | DONATE or | SELL |
| :--- | :--- | :--- | :--- | :--- |


| $\begin{array}{ll} 3 & \text { ARCHIVE } \\ \text { FORREAL } \end{array}$ | (3) ARCHIVE | $\begin{aligned} & \text { ARCHIVE } \\ & \text { FOR REAL } \end{aligned}$ |
| :---: | :---: | :---: |
|  | $\begin{array}{ll} \text { ar. } & \text { ARCHIVE } \\ \text { FORREAL } \end{array}$ | F) ARCHIVE FORREAL |
| 53. ARCHIVE <br> FOR REAL | (3) ARCHIVE | (3) ARCHIVE |
| $\begin{array}{ll} \text { ARCHIVE } \\ \text { FOR REAL } \end{array}$ | $\begin{array}{ll} \text { ARCHIVE } \\ \text { FORREAL } \end{array}$ | $\begin{aligned} & \text { ARCHIVE } \\ & \text { FOR REAL } \end{aligned}$ |
| $\begin{array}{ll} \text { ARCHIVE } \\ \text { FORREAL } \end{array}$ | $\begin{array}{ll} \text { ARCHIVE } \\ \text { FORREAL } \end{array}$ | $\begin{aligned} & \text { ARCHIVE } \\ & \text { FORREAL } \end{aligned}$ |
| (3.) ARCHIVE | (3.) ARCHIVE | 5) ARCHIVE |
| 3. ARCHIVE | $\begin{array}{ll} \text { archive } \\ \text { FORREAL } \end{array}$ | $\begin{aligned} & \text { ARCHIVE } \\ & \text { FOR REAL } \end{aligned}$ |
| 5. ARCHIVE $\begin{aligned} & \text { FORREAL }\end{aligned}$ | 5) ARCHIVE | (3) ARCHIVE |
| $\begin{array}{ll} \text { ARCHIVE } \\ \text { FORREAL } \end{array}$ | $\begin{aligned} & \text { ARCHIVE } \\ & \text { FORREAL } \end{aligned}$ | $\begin{aligned} & \text { ARCHIVE } \\ & \text { FOR REAL } \end{aligned}$ |
|  | $\text { 3. } \begin{aligned} & \text { ARCHIVE } \\ & \text { FORREAL } \end{aligned}$ | (3) ARCHIVE |
| $\begin{array}{ll} \text { ARCHIVE } \\ \text { FORREAL } \end{array}$ | $\begin{aligned} & \text { ARCHIVE } \\ & \text { FORREAL } \end{aligned}$ | $\begin{aligned} & \text { ARCHIVE } \\ & \text { FOR REAL } \end{aligned}$ |
|  | $\begin{aligned} & \text { ARCHIVE } \\ & \text { FORREAL } \end{aligned}$ | $\begin{aligned} & \text { ARCHIVE } \\ & \text { FORREAL } \end{aligned}$ |
| $\begin{array}{ll} \text { ARCHIVE } \\ \text { FORREAL } \end{array}$ | $\begin{aligned} & \text { ARCHIVE } \\ & \text { FORREAL } \end{aligned}$ |  |
| 3 ARCHIVE | $\begin{array}{ll} \text { ARCHIVE } \\ \text { FORREAL } \end{array}$ | FARCHIVE |
| (3) ARCHIVE | $\begin{array}{ll} \text { ARCHIVE } \\ \text { FORREAL } \end{array}$ | 5. ARCHIVE |
| 3 ARCHIVE | $\begin{array}{ll} \text { ARCHIVE } \\ \text { FORREAL } \end{array}$ | 3 ARCHIVE |
| 3 ARCHIVE | $\begin{array}{ll} \text { ARCHIVE } \\ \text { FORREAL } \end{array}$ | $3 \text { ARCHIVE }$ |


| $\begin{aligned} & \text { STORE \& REVIEW } \\ & \text { Month } \end{aligned}$ | STORE \& REVIEW $\qquad$ Year | STORE \& REVIEW $\qquad$ Year |
| :---: | :---: | :---: |
|  | STORE \& REVIEW $\qquad$ $\qquad$ | STORE \& REVIEW $\qquad$ $\qquad$ |
|  | STORE \& REVIEW $\qquad$ Year | STORE \& REVIEW $\qquad$ $\qquad$ |
|  | STORE \& REVIEW $\qquad$ Year | STORE \& REVIEW $\qquad$ $\qquad$ |
| sy) STORE \& REVIEW | STORE \& REVIEW $\qquad$ $\qquad$ | STORE \& REVIEW $\qquad$ $\qquad$ |
|  | STORE \& REVIEW $\qquad$ Year | STORE \& REVIEW $\qquad$ Year |
|  | STORE \& REVIEW $\qquad$ Year | STORE \& REVIEW $\qquad$ Year |
|  | STORE \& REVIEW $\qquad$ Year | STORE \& REVIEW $\qquad$ $\qquad$ |
|  | STORE \& REVIEW $\qquad$ Year | 5) STORE \& REVIEW |
|  | STORE \& REVIEW $\qquad$ Year | STORE \& REVIEW $\qquad$ $\qquad$ |
|  | STORE \& REVIEW $\qquad$ $\qquad$ | STORE \& REVIEW $\qquad$ $\qquad$ |
| 5y) STORE \& REVIEW |  | 35 STORE \& REVIEW $\qquad$ $\qquad$ |
|  |  | 5y) STORE \& REVIEW |
| STORE \& REVIEW Month |  | STORE \& REVIEW Month / Year |
| STORE \& REVIEW | 5y) STORE \& REVIEW | 5y STORE \& REVIEW |
| STORE \& REVIEW Month |  | STORE \& REVIEW Month / Year |


| 5 | 3 | * |
| :---: | :---: | :---: |
| 5 | 0 | $\cdots$ |
| 5 | 0 | * |
| 0 | 0 | \% |
| 0 | 0 | \% |
| 5 | 5 | * |
| 5 | 3 | * |
| 5 | 5 | * |
| 5 | 0 | \% |
| 5 | 5 | * |
| 5 | 0 | 0 |
| 0 | 3 | * |
| 5 | 5 | \% |
| 0 | 3 | 0 |
| 5 | $\cdots$ | * |
| 0 | 3 | 0 |
| 5 | 0 | * |

