



FREE COMMUNITY SHRED DAY



Join us for secure paper shredding.

Saturday, August 9, 2025

9:00AM - 12:00PM

Nelsonville City Hall

Nelsonville residents and businesses only

What to Shred Checklist

Personal Documents

- ▶ Insurance information
- ▶ Invoices containing your name, address, account number, phone number, or e-mail
- ▶ Document with signature
- ▶ Bank statements
- ▶ Canceled and voided checks
- ▶ Pre-approved credit card applications
- ▶ Credit report and histories
- ▶ Tax forms, Paystubs, W2 forms
- ▶ Travel itineraries
- ▶ Used airline tickets
- ▶ Documents containing password or PIN
- ▶ Educational records
- ▶ Student transcript
- ▶ Investment transaction
- ▶ Legal documents

Accounting and Information Technology

- ▶ Customer lists
- ▶ Supplier information
- ▶ Internal reports
- ▶ Payroll statements
- ▶ Contracts

Human Resources

- ▶ Payroll information
- ▶ Performance appraisals
- ▶ Applications
- ▶ Medical records
- ▶ Health and safety documents
- ▶ Training information and manuals

Operations

- ▶ Contracts
- ▶ Training information and manuals
- ▶ Health and safety documents
- ▶ Appraisals, product testing results, etc.

Procurement

- ▶ Supplier records
- ▶ Supplier specifications
- ▶ Supplier purchase orders
- ▶ Corporate records

Sales and Marketing

- ▶ Customer lists and contracts
- ▶ Strategies
- ▶ Advertising
- ▶ Training information
- ▶ Promotional items

Limit of 5 banker boxes or 5 equivalent size boxes of paper documents

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WARNING: FIRE HAZARD



What Not to Shred

- X Food, glass, cans, etc.
- X Candy/food wrappers
- X Hand tissues
- X Cardboard tubes

- X Ink cartridges and toners
- X Hanging folders
- X Electrical items
- X Hard drives are securely destroyed upon request

- X Office supplies, hole puncher, staple remover, etc.
- X Nuts and bolts
- X Syringes



X Batteries of any type



X Large metal objects



X Electronic devices

We protect what matters.™

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Shred-it®
A Stericycle® Solution