





FREE COMMUNITY

SHED Shred-It Shred-I

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

SHRED DAY

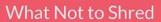
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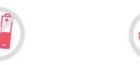


WARNING: FIRE HAZARD





- 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 Large metal objects



X Electronic devices

We protect what matters."

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X Batteries of any type



