



Free Community Shred Event

WHEN: Thursday, May 10th

FREE Shredding will take place from 9am – 11am ONLY

WHERE: Glenmoor Retirement Community - Parking Lot located 235 Towerview Dr, St. Augustine, FL 32092

COST: FREE & OPEN TO THE PUBLIC

Mobile Shred truck will be located in the Parking Lot. Limit 50 Boxes per vehicle(10 boxes will be shred onsite and any remaining may be taken back to the facility to be shred).

SUGGESTED ITEMS TO SHRED:

- CREDIT CARD STATEMENTS
- OLD CHECKS
- I.R.S. TAX RETURNS
- BANK STATEMENTS
- MAIL CONTAINING YOUR ADDRESS
- SENSITIVE & NON-SENSITIVE PAPER
- ANYTHING A THIEF COULD USE TO STEAL YOUR IDENTITY

ACCEPTABLE ITEMS:

- PAPER (COLORED & WHITE)
- FILE FOLDERS
- PAPER CLIPS
- STAPLES
- RUBBERBANDS
- SMALL BINDER CLIPS

UNACCEPTABLE ITEMS:

- CARDBOARD
- PHONE BOOKS
- HARD COPY BOOKS
- DRY OR WET TRASH
- PLASTICS OR METALS
- HAZARDOUS MATERIALS
- PRESCRIPTION BOTTLES

A mobile shred truck will be on-site shredding documents. This paper will be compressed into rectangular bales of 1,100lbs. A truckload of bales are then securely transported to the paper mill. The recycled material is then placed into tanks of hot water and bleach is added to break down the material into pulp. From this pulp state, paper towels and toilet paper are created.

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Guidelines for Shredding & Keeping Personal Documents on other side...

Guidelines for Shredding & Keeping Personal Documents

With the threat of identity theft coming largely from paper documents it is good practice to shred all documents no longer needed, especially those that contain your personal information.

At least once a year you should go through your files and shred everything that is no longer needed.

When it comes to personal records retention guidelines, there aren't any hard and fast rules but these are some basic guidelines for the retention of your personal records.

PERMANENT DOCUMENTS

Documents to keep forever include wills, powers of attorney, birth certificates, marriage documents, divorce or child care orders, trust documents, business agreements, military records and other such permanent records.

OTHER DOCUMENTS

ATM Receipts - Keep these until you balance your bank statement and then shred them.

Bank Statements - The only reason to keep bank statements is if you are thinking about applying for a mortgage and that would be a three-month history. Otherwise, the bank has all of your records if a need arises.

Credit Card Statements - It is recommended that you keep three months on hand.

Electronic Data Files - Floppy diskettes and CDs should be shredded, destroyed or made unusable in some manner. Computer hard drives deserve special attention. Hard drives may have information on finances, taxes, user names, passwords and other information that should not fall into the hands of fraudsters. Deleting files and formatting a hard drive does not permanently remove the files from the system. Before disposing, recycling or donating a PC, the hard drive should be removed and physically destroyed.

Home Insurance - The minimum suggested is five years. However, if you think that you may have any issues in the future, save them 10 years.

Home Repairs - These should be kept for 10 years in case you need to prove something with regard to guarantees of workmanship. If you are doing home renovations, make sure you get the satisfaction of lien from the contractors doing the work. Keep the documents as long as you own the property.

Investment Documents - If you have an IRA, 401K or any other investments you are inundated with prospectus, privacy notices, address confirmations, and on and on. Don't keep any of these unless you plan to act on them. Public companies also ask you to vote for the board of directors and special measures once a year. Unless you own a significant amount of stock or have a strong opinion, you may wish to save the company postage and just shred the vote card. You should retain three months of balance statements and anytime you purchase new investments you should retain that until you sell the investment and complete your taxes for the year.

Medical Insurance - This includes your premium statements, doctor bills, prescriptions, hospital bills, etc. Keep these five years from the date of the service rendered.

Pay Stubs - Many people save these but this is not a good idea, they contain everything an identity thief needs to open an account on one page. And since each paycheck contains the history for all the past stubs you only need to save the latest pay stub. The exception is if you are planning to get a new mortgage, which usually requires a few months of pay stubs.

Tax Returns - There is a general three year statute of limitation for your taxes. This means the IRS has three years from when you file your return to start an audit. Therefore, you should keep all your supporting tax paperwork for three years from the date of filing. Always maintain copies of tax returns.

Utility Bills - If you are writing off your utility bills for tax purposes, you may need to keep them as tax records. However, if you can't write them off, you need only keep the last three months.

Warranties - Keep warranties for as long as you own the item or until the warranty period expires.

SPONSOR INFORMATION

Glenmoor Retirement Community – is an accredited Continuing Care Retirement Community located in World Golf Village. We offer a variety of luxurious one-three bedroom apartments and homes. Beyond the incredible lifestyle, Glenmoor provides quality control over any potential healthcare decisions with access to our health center. Please visit our website at www.glenmoor.com

Shredding Source – specializing in secure document destruction offering NAID Certified plant based and on-site shredding services to businesses in Northeast Florida since 1980.

www.shreddingsourcefl.com

