

Protect Your Identity!

Shred-IT will be at the 2014 Touch-A-Truck Event

Saturday, August 2nd from 10 am – 12:00 Noon @ Groveport Park



Groveport Parks and Recreation wants to help you fight identity theft.

Bring up to 4 standard sized paper boxes of documents or paper bag equivalent and watch them being shredded by Shred-IT.

It's **FREE** to shred, but the City of Groveport recommends a tax deductible, monetary donation to benefit the Center for Groveport Madison Human Needs and non-perishable food items to benefit the Greater Groveport Food Pantry. The CGMHN Board will be on hand to gladly collect your donations.



Sensitive documents include but are not limited to:

- Accounts Payable and Receivable
- Invoices
- Client/customer records
- Confidential finance information
- Price lists
- Ballots
- Business correspondence
- Competitive intelligence
- Negotiables (coupons, etc.)
- Contracts
- Bids and quotations
- Inventory lists
- Personnel records
- Meeting minutes
- New product proposals
- Arbitration/grievance files
- Market development information
- Legal documents
- Job applications
- Maps and blueprints
- Cancelled and blank checks
- Insurance forms and records
- Bank statements
- Patent application materials
- Medical records
- Tax records
- Advertising misprints

- Legal documents
- Estimates
- Computer printouts
- Payroll records
- Research and development reports
- Customer lists
- Prescription slips
- Appointment schedules
- Billing statements
- Personal information containing
- Social Security numbers, credit card numbers, home address and telephone numbers, bank account information, or any other personal or proprietary information

Types of acceptable paper to shred:

- Carbon paper
- Colored paper
- Computer paper
- Fax paper
- Glossy paper
- Invoice paper
- Laser print-outs
- Ledger paper
- Letterhead
- Stationery
- NCR paper
- Transparencies

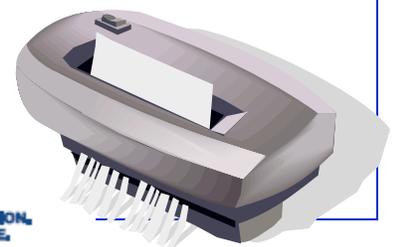
Post-it notes

Shred-it also understands that confidential information comes in forms other than just paperwork.

Some other items we are capable of destroying separately include:

- Microfilm / microfiche
- Defective merchandise
- CD-ROMs / DVDs
- Floppy disks
- Video and audio cassettes
- Manufacturing prototypes
- Plastic credit and ID cards
- Stock overruns
- Uniforms

Please note that **NO** sorting is required. the Shred-it system will shred paper clips, all colored paper, staples, file folders, brochures, catalogues, electronic media and even phone books.



WHAT INFORMATION SHOULD BE SHREDDED?

As part of Shred-it's commitment to securing your organization's confidential materials, we have partnered with your company to implement a program that calls for the on-site destruction of all sensitive documents rather than adding them to the "trash stream". Upon completion of the destruction process, these items are recycled and used in the production of new products.

Please ensure that all unwanted documents of a confidential nature are disposed of using the conveniently located and locked Shred-it bins, which can be found throughout the office.

SENSITIVE DOCUMENTS INCLUDE BUT ARE NOT LIMITED TO:

Accounts Payable and Receivable	New product proposals	Estimates
Invoices	Arbitration/grievance files	Computer printouts
Client/customer records	Market development information	Payroll records
Confidential finance information	Legal documents	Research and development reports
Price lists	Job applications	Customer lists
Ballots	Maps and blueprints	Prescription slips
Business correspondence	Cancelled and blank checks	Appointment schedules
Competitive intelligence	Insurance forms and records	Billing statements
Negotiables (coupons, etc.)	Bank statements	Personal information containing
Contracts	Patent application materials	Social Security numbers, credit
Bids and quotations	Medical records	card numbers, home address and
Inventory lists	Tax records	telephone numbers, bank account
Personnel records	Advertising misprints	information, or any other personal
Meeting minutes	Legal documents	or proprietary information

TYPES OF ACCEPTABLE PAPER TO SHRED:

Carbon paper	Fax paper	Ledger paper	Transparencies
Colored paper	Glossy paper	Letterhead	Post-it notes
Computer paper	Invoice paper	Stationery	Window envelopes
	Laser print-outs	NCR paper	

SHRED-IT ALSO UNDERSTANDS THAT CONFIDENTIAL INFORMATION COMES IN FORMS OTHER THAN JUST PAPERWORK. SOME OTHER ITEMS WE ARE CAPABLE OF DESTROYING SEPARATELY INCLUDE:

Microfilm / microfiche	Manufacturing prototypes
Defective merchandise	Plastic credit and ID cards
CD-ROMs / DVDs	Stock overruns
Floppy disks	Uniforms
Video and audio cassettes	

Please note that NO sorting is required. the Shred-it system will shred paper clips, all colored paper, staples, file folders, brochures, catalogues, electronic media and even phone books. Simply place the confidential materials into the locked Shred-it bins and the contents will be destroyed at your office.

THANK YOU FOR CHOOSING SHRED-IT—YOUR SECURE, CONVENIENT, COST-EFFECTIVE AND ENVIRONMENTALLY FRIENDLY SHREDDING AND RECYCLING SERVICE.

1-800-69-SHRED

www.shredit.com



DOCUMENT DESTRUCTION.
DONE RIGHT. ON SITE.