



# Village of Spring Grove Document Destruction Day Free Document Shredding Day

## FAQS

**Will the documents be shredded at the drop-off location or are they transported to another facility?**

All documents will be shredded on-site. Workers will remove documents from vehicles and put them in a toter. When the toter is full, it is emptied into the truck and shredded all at once.

**Will the documents be cross-shredded?**

Yes, the machine will cross-shred the documents.

**Do staples and paper clips need to be removed?**

No, the machine can handle staples and paper clips, however, you need to remove all binders.

**Is there a certain way to prepare my documents?**

Simply put all paper documents into a bag or box for easy removal.

**What happens to the shredded paper?**

The shredded documents are transported to Groot's recycling facility in Elk Grove Village and baled before being recycled into new paper.

**What type of documents should I be keeping?**

Generally, taxable documents should be stored for seven years. Some documents should be kept forever, and others can be recycled after your review.

## Protect yourself from identify theft!

**Date:** Sat., August 5, 2017

**Time:** 9:00 am — 11:00 am

**Where:** Spring Grove Municipal  
Centre Parking Lot  
7401 Meyer Road

Bring your sensitive and private documents and papers to the Municipal Centre for secure document destruction provided by Groot Industries, Inc.

There is a limit of 10 file-size boxes or paper shopping bags per vehicle.

We do not take boxes.