



# 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., October 20, 2018**

**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.