

# Free Document Shredding

Saturday, May 7th from 9 am -12 pm  
 or until the truck is full

Chambers Branch – 751 Chambers Rd. Rear Parking Lot

Most identity theft crimes stem from stolen paperwork. Safely storing sensitive documents – and properly disposing of them when it is time – can help you avoid becoming a victim. Here is a handy guide for safely storing and destroying sensitive documents.

## *Guide for Safely Storing and Destroying Sensitive Documents*

Item	Where to Store	How Long
Birth, marriage, and death certificates	Safe deposit box or fireproof home storage	Permanently
Will	Signed original with probate division of circuit court or safe deposit box (if jointly rented); copy in home file	As long as in effect
Advance directive (living will/durable power of attorney for health care)	Home file, safe deposit box and copies with agents and family members	Permanently (update as needed)
Passports	Home storage or safe deposit box	Until replaced
Social Security Card	Home storage	Permanently
Medical History	Home file	Permanently (update as needed)
Inventory of valuable papers	Home file; leave copy with advisors, trusted family	Permanently (update at least annually)
Stocks, bonds, and other securities	Safe deposit box; listing in home file	Duration of ownership or longer if needed for tax purposes (typically six years)
Bank Statements	Home file or select eStatements	One year minimum
Copies of past tax returns	Home file	Six years minimum

**Our document shredding service is performed on-site by Iron Mountain\* and can accommodate staples, paperclips, and checkbooks. We are unable to shred plastics and X-Ray film**

\*Iron Mountain is AAA-CERTIFIED BY THE NATIONAL ASSOCIATION FOR INFORMATION DESTRUCTION (NAID). NAID is the only recognized independent source for security and ethics standards in the document destruction industry. NAID's AAA-certification ensures Iron Mountain meets the highest legal and compliance regulations required for secure information destruction.