



The Village of Chatham

&



The Month of March is

Shred Month

At the Tracy Memorial Village Hall

Come join us in March for a month of shredding!

Bring us your old documents and personal papers. The locked containers will be set up in lobby, during business hours, for you to put your documents in. Due to security reasons, the Village of Chatham will not be able to store boxes or assist in placing your documents in the containers.

After the event, we will pick up the containers, take them back to our secure shredding facility and shred the documents. After we shred the combined paper, 1,500 pound bales get sent to a recycle plant and turned into paper towels, toilet paper, etc. Our secure system allows for your paper to be locked down until it is mixed with hundreds of other documents from multiple sources, then recycled.

If you have questions about our company, please call us at: (518) 766-9607.

Items to consider shredding for your safety and privacy:

- | | |
|---|---|
| ✓ Address labels from junk mail | ✓ Investment, stock and property transactions |
| ✓ ATM recipes | ✓ Luggage tags |
| ✓ Bank statements | ✓ Medical and dental records |
| ✓ Birth certificate copies | ✓ Papers with a Social Security number |
| ✓ Canceled or voided checks | ✓ Pre-approved credit card applications |
| ✓ Credit and charge card bills, carbon copies, summaries and receipts | ✓ Receipts with checking account numbers |
| ✓ Credit reports and histories | ✓ Report cards |
| ✓ Employee pay stubs | ✓ Resumes or curriculum vitae |
| ✓ Expired credit and identification cards, including driver's licenses, college IDs, military IDs, employee badges, medical insurance cards, etc. | ✓ Signatures (ex. leases, contracts, letters) |
| ✓ Expired passports and visas | ✓ Tax forms |
| ✓ Legal documents | ✓ Transcripts |
| ✓ Insurance documents | ✓ Travel itineraries |
| | ✓ Used airline tickets |
| | ✓ Utility bills (ex. telephone, gas, electric, water, cable TV, internet) |

