



Assemblyman

William B. Magnarelli

invites you to a



SHREDDING EVENT

Saturday, September 10th, 2022
9:00 a.m. to Noon

NYS Fairgrounds - Orange Lot

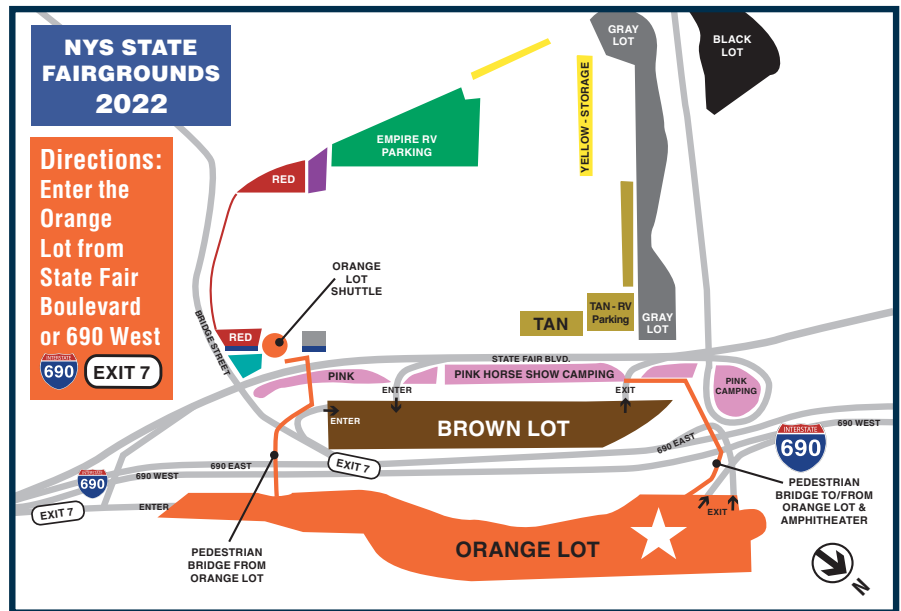


IMPORTANT DETAILS • DOCUMENT SHREDDING

No businesses are allowed. The event begins at 9 a.m. and ends at noon. All participants must be in line no later than noon to ensure service. There is a **five (5) box limit**, which is based on standard banker/copy box size (12.5" W x 15.5" L x 10.5" H). If you use plastic bags to bring your documents, please do not tie them. All boxes, plastic/paper bags, or other containers will be returned to you after emptying. Due to traffic and safety concerns, you may not stay in the area to watch documents being shred. The contractor guarantees all documents will be shred on-site.

EVENT PROCEDURES

- ONLY bring confidential documents. Confidential documents contain account numbers. Confidential documents include: medical documents, bank information, credit card statements, tax forms, other records containing account numbers. Items containing only your name and mailing address are NOT confidential.
- Non-confidential documents include: phone books, magazines, newspapers, junk mail, receipts.
- Documents from businesses are not accepted.
- Residents can bring up to five (5) medium sized boxes.
- Residents must remain in their vehicles.
- Residents should open trunks or car doors from within the vehicle to allow staff access to their documents.
- Event staff will remove boxes from cars and trucks and empty paper into rolling carts.
- Boxes, bags, or bins will be returned to residents for reuse, recycling, or disposal.
- Full carts are taken to the shredding truck and emptied into the truck for shredding.
- All documents are shred on-site, by a private contractor, on the day of the event.
- All shredded paper is delivered to a local recycling facility for processing.



These events are only for residents to destroy sensitive material they have from their home. Business materials are not accepted.

PROHIBITED

- Business documents
- Binders of any kind (3-ring, plastic, spiral, metal)
- Plastic document covers
- Wet, damp, or moldy paper
- Hanging file folders with metal support bars
- Metal binder clips
- Electronic media including computer disks, diskettes, or CDs
- Books, either hardback or paperback
- Magazines, catalogs, and newspapers
- Film

For more information about this free event or any other community issues, please contact the office of Assemblyman William B. Magnarelli
333 East Washington Street, Room 840 • Syracuse, NY 13202 • 315-428-9651