

# COMMUNITY SHRED DAY 2009

Saturday, November 7th 9 AM - 1:00 PM  
2400 Clermont Center Drive

Fall Into Good Records Keeping Practices!

Cintas Document Management will be sponsoring a **free** community shred day on November 7, 2009 at the Clermont County DJFS parking lot located at 2400 Clermont Center Drive. This service is **free** to all Citizens and Employees of Clermont County. Bring documents you wish to dispose of and witness the pulverization of the materials via the Cintas Mobile Shredding Unit. Avoid identify theft by properly disposing of records containing personal information such as social security numbers and bank account numbers.

**Staples, paper clips and rubber bands OK**

**No three ring binders**

**Retain Tax Returns - 7 years, Bank Statements - 3 years**

