

2011 SHRED DAY SPONSORS



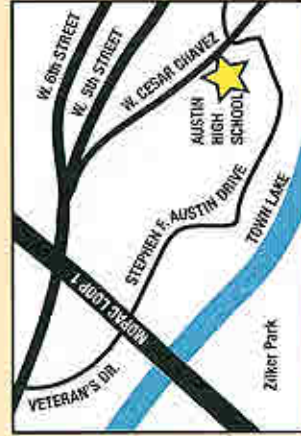
Vendors in the Austin area who provide shredding services for a fee:

Austin Shred, a Balcones Resources Company
744-4999

Centex Shred
692-4359

Iron Mountain Secure Shredding
848-8603

Certified Shred
940-6040
Intel Armor
464-1113



Austin High Parking Lot
1715 W. Cesar Chavez

Free event for individuals and families

SHRED DAY

Protect against identity theft
Manage home records



Saturday, April 16, 2011
8 a.m. - 1:30 p.m.

Austin High Parking Lot | 1715 W. Cesar Chavez

For more information, contact Jannette Goodall at 974-9045 or email jannette.goodall@ci.austin.tx.us

Guide to Personal Records Retention

Type of Record	Length of Retention
Birth, marriage or death certificate	Permanent
Adoption/custody papers	Permanent
Citizenship papers	Permanent
Divorce/separation papers	Permanent
Property Settlement agreements	Permanent
Will	Permanent
Military papers	Permanent
Passports	Until superseded
Social security card	Permanent
Diplomas, transcripts	Permanent
Real property deeds, title papers, abstracts, mortgage and other lien documents	Duration of ownership plus 10 years provide any action relating to legal matter pertaining to the property has been completed.
Burial lot deed	Duration of ownership
Tax assessment notices, purchase contracts or records of capital improvements	Duration of ownership
Motor vehicle titles, purchase receipts, licenses and registration	Duration of ownership
Stocks, bonds and other securities	Duration of ownership provided taxes due or losses claimed have been calculated and reported to IRS
Bank statements	Three years * Check with your banking institution on their policy on how long they retain electronic copies of statements and cancelled checks.
Cancelled checks	Three years
Insurance policies and records of claims made and paid	Permanent or until superseded
Tax records	Seven years
Medical Insurance	Five years from date of service
Warranty documents	Life of object
Home repair bills & contracts	10 years
Pay stubs	Keep last statement. An annual statement should be retained with tax records where they are retained for 7 years.
Credit card statements	Most current three months unless credit card statements are used for documentation of deductions for tax purposes. Those records should be retained with the tax records for 7 years.
ATM receipts	Until verified on the bank statement
Utility Bills	Most recent three months. Recommendation is to retain an updated list of your utility history, rental history, etc. for reference purposes.



Last year we shredded 47,000 POUNDS OF PAPER and collected over \$2,000 for the Food Bank.

With increased awareness of identity theft, it's important to dispose of personal records carefully. Hosted by the Association of Records Managers and Administrators (ARMA), Shred Day is **FREE** for citizens. Households can bring up to five file boxes for shredding. Mobile shredding trucks will be provided by Austin Shred, Centex Shred, Iron Mountain, Certified Shred and Intel Armor.

ARMA, a non-profit organization, is the leading authority on managing records and information.

Monetary donations will be accepted for the Capital Area Food Bank at the event.