



**Town of Easton
Office of the Town Clerk
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Easton, MA 02356**

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Jeremy P Gillis, Town Clerk

TOWN OF EASTON **COMMUNITY SHRED DAY**

04/24/2010 10AM-2PM TOWN HALL

As a way to help our residents protect themselves from identity theft and fraud, the Easton Town Clerk's Office is holding its 1st Annual Shred-It Day on Saturday **April 24th from 10am-2pm**. A professional document shredding company will be on location at Town Hall, 136 Elm Street. All residents are encouraged to bring their items to be destroyed, at no charge!

The Federal Trade Commission urges you to thwart an identity thief who may go through your trash or recycling bins to capture your personal information. You can do this by shredding your charge receipts, copies of credit applications, insurance forms, medical statements, checks, bank statements, old utility or credit card bills, expired charge cards, and pre-approved credit offers.

So while you're gathering all of your materials in preparation for tax time, put those papers aside and let us shred them for you!

Is this a secure process?

The shredding company uses the 'pierce and tear' method, in which rotating blades pierce the paper and then tear it apart.

What can be shredded?

Any paper, plus floppy disks and CD's can all be shredded. Staples and paper clips do not have to be removed, but paper should be removed from any binders or notebooks.

What happens to shredded material?

It is baled, sent to a paper mill, and recycled into household paper products such as paper towels and toilet tissue.

What can I Bring?

Residents are asked to limit themselves to two (2) standard bankers Boxes of materials.

Please contact the Office of the Town Clerk at 508-230-0530 with any questions

