

## **Free Document Shredding Day At Warren City Hall Saturday July 26**

**Warren, MI** – The City of Warren is sponsoring its fifth free document shredding day at Warren City Hall Saturday, July 26 from 9 a.m. to 1 p.m.

“They Mayor’s Office has been receiving many inquires about where and when documents can be shredded,” said Warren Mayor Jim Fouts. “They don’t want to put them in recycling containers for confidentiality reasons, and many don’t own a personal shredder.”

Fouts said there will be a limit of five boxes per person, and examples of items that can be shredded are invoices, bank statements, cancelled checks, tax returns, contracts and personal papers.

Paper clips, binder clips and staples do not need to be removed. Cardboard boxes will not be shredded, but there will be a recycle bin on-site to drop cardboard boxes in. Both cardboard boxes and documents will be recycled. The shredding will be done by Cintas Document Management.