

Shred Day 2010 sponsors:



ARMA—Austin



City of Austin Solid Waste Services

and



Financial Fitness Greater Austin

www.financialfitnessaustin.org

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

Austin Shred, a Balcones Resources Company

(512) 744-4999

Iron Mountain Secure Shredding

(512) 912-2000

Centex Shred

(512) 692-4359

Certified Shred

(512) 940-6040

Intel Armor

(512) 464-1113

2010

SHRED DAY

Saturday, April 17, 2010

8:00 a.m. – 1:30 p.m.

Austin High Parking Lot

1715 W. Cesar Chavez

A **FREE** EVENT to help individuals and families with:

- Home records management
- Identity theft protection
- Recycling

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Passports	Until superseded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Insurance policies and records of claims made and paid	Permanent or until superseded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.



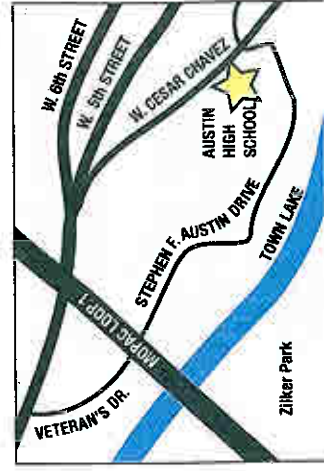
**Saturday
April 17, 2010
8:00 a.m. - 1:30 p.m.
Austin High Parking Lot**

Last year, we shredded 57,036 pounds of paper, recycled 1,400 pounds of cardboard, collected 182 pounds of food and \$4,604.00 for the food bank!

With the increased awareness of identity theft, it's important to dispose of personal records carefully. To highlight this, ARMA is offering **FREE** shredding for residents. Households can bring up to five file boxes for shredding. Mobile shredding trucks will be provided by Austin Shred, Centex Shred, Certified Shred, Iron Mountain and Intel Armor.

The **ARMA**, a not-for-profit organization, is the leading authority on managing records and information.

In lieu of a fee for the service, monetary donations will be accepted for the Capital Area Food Bank.



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