**KEEP COVINGTON BEAUTIFUL**

 **PAPER SHREDDING DAY, APRIL 25, 2015**

Too many paper files? Wondering how to dispose of it? Don’t throw them away!

Keep Covington Beautiful is sponsoring a Paper Shredding Day on April 25 to celebrate Earth Day 2015. The event will take place at the Covington Trailhead,

419 N. New Hampshire, in downtown Covington from 9:00 a.m. to noon. Covington area residents & businesses are invited to bring up to 3 boxes (approx. 10”H x 12”W x 18”L) of paper documents to be securely shredded on-site. This service will be provided at nocharge in partnership with the local company, **i shred**. The shredded paper will be recycled.

Why is it important to recycle? Each ton of recycled office-grade paper saves 17 trees, 380 gallons of oil, three cubic yards of landfill space, 4,000 kilowatts of energy and 7,000 gallons of water. This represents a 64% energy savings, a 58% water savings and 60 pounds less air pollution. Paper that is not recycled makes up nearly 45 percent of landfill waste.

What types of material will be accepted?  All types of office paper, sticky notes, index cards, computer binders, entire files (with clasps), and carbon/NCR forms; there is no need to remove paper clips, staples, clasps in folders or rubber bands. What will not be accepted?  Phone books, hardback books, magazines, plastics, cassettes, video tapes

What should be destroyed?  Obsolete tax/bank records, marketing/sales strategies, customer lists, price lists, sales statistics, bid proposals, correspondence, memos, meeting minutes, contracts, inventory lists, tax records, outdated business records, personnel files, cancelled or blank checks, medical files, misprinted materials, and internal restructuring plans, or any confidential papers that may interest a competitor, a hacker, an identity thief or a conspiring employee.  Business espionage professionals consider this type of confidential trash to be the single most available source of competitive and private information from the average individual and business. Consult your financial advisor before destroying any documents.

"Certificate of Destruction Upon completion of shredding, **i shred** will issue a "Certificate of Destruction".

**i shred** is licensed, bonded and insured. For more information about the company, please visit their website, [www.ishredonsite.com](http://www.ishredonsite.com).