

**Annual Shredding Event** - Saturday, May 3, 2025. Event Hours: 9am to 11am at the Public Works Building, 2540 Morgan Hill Road

**Containers:** A maximum of 4 file boxes (or equivalent) per attendee. Typical size box is 12" x 15" x 10" file box or a copy paper box. We encourage the use of reusable (plastic) containers and taking boxes home for reuse.

**What can be shredded:** We will accept paper documents, checks, bills, manila folders, staples and paper clips do not need to be removed. Please remove large black clips, three-ring binders and trash. **DO NOT** include phone books, books, newspapers or non-paper items - **these are unacceptable.**