

Mansfield Senior Center

SHRED - IT

November 9, 2009

From: 1:00 P.M. To: 5:00 P.M.

Guidelines for documents that should be shredded:

- All credit card, debit card and ATM receipts
- All statements from your health plan, anything that bears your signature, credit account number, phone or cell phone number, social security number or medical or legal information.
- All tax related documents should be kept for seven years
- Keep pay stubs and canceled personal checks for one year

For More
Information
call
1-860-565-
1819

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Personal Documents Only

