



Free Document Shredding

Bring your sensitive documents to our main branch on
Saturday, June 16th from 9 am -12 pm.

Most identity theft crimes stem from stolen paperwork. Properly storing sensitive documents – and properly disposing of them when it’s time – can help you avoid becoming a victim. Here is a handy guide for safely storing and destroying sensitive documents.

Guide for Safely Storing and Destroying Sensitive Documents

Item	Where to Store It	How Long
Birth, marriage and death certificates	Safe deposit box or fireproof home storage	Permanently
Will	Signed original with probate division of circuit court or safe deposit box (if jointly rented); copy in home file	As long as in effect
Advance directive (living will/durable power of attorney for health care)	Home file, safe deposit box and copies with agents and family members	Permanently (update as needed)
Passports	Home storage or safe deposit box	Until replaced
Social Security Card	Home storage	Permanently
Medical History	Home file	Permanently (update as needed)
Inventory of valuable papers	Home file; leave copy with advisors, trusted family	Permanently (update at least annually)
Stocks, bonds, and other securities	Safe deposit box; listing in home file	Duration of ownership or longer if needed for tax purposes (usually six years)
Bank Statements	Home file	One year minimum or select eStatements
Copies of past tax returns	Home file	Six years minimum

Our document shredding service is performed on-site by Curbside Data Control* and can accommodate staples, paperclips, and checkbooks. We are unable to shred plastics and X-Ray film.

*Curbside Data Control is insured, bonded and is a long standing member of the Aurora Chamber of Commerce, Better Business Bureau and National Association for Information Destruction (NAID).