

**HANOVER TOWNSHIP**  
**FREE DOCUMENT SHREDDING EVENT**  
**June 17, 2023 from 8:00 am to 12:00 pm**  
**Hanover Township Municipal Building**  
**1267 Sans Souci Parkway**

The Hanover Township Board of Commissioners will sponsor a free document shredding event to Residents that have private documents to shred and recycle.

✓ *What should I bring?*

**UP TO 3 BOXES OF:**

Documents that contain personal or private information. Examples include:

*Bank Statements*

*Outdated Medical Records*

*Old Bills or Receipts*

*Pay Stubs*

*Credit Card Offers*

*Tax Returns older than 7 years*

Information such as; your name, address, and phone numbers are not considered confidential as they may be found in phone directories or in common records. This kind of information (junk mail) does not need to be shredded and should be placed in your household recycling bin to be recycled.

Prohibited items:

Binders of any type: 3 ring, plastic, spiral, metal

Plastic document covers

Hanging file folders with metal support bars

Books – either hardback or paperback

Magazines, catalogs or newspapers

Credit Cards

Window style envelopes

Metal Binder Clips

File or photographs

*\*\*\*Please check your papers for foreign objects that may cause damage to our shredding equipment. Examples include: rocks, batteries, silverware, computer cables, clothes, and other miscellaneous items.*



**REDUCE**

**REUSE**

**RECYCLE**