

# DATA DESTRUCTION & PAPER SHRED EVENT

Proceeds benefit McNicholas Athletic Programs & Alumni Association



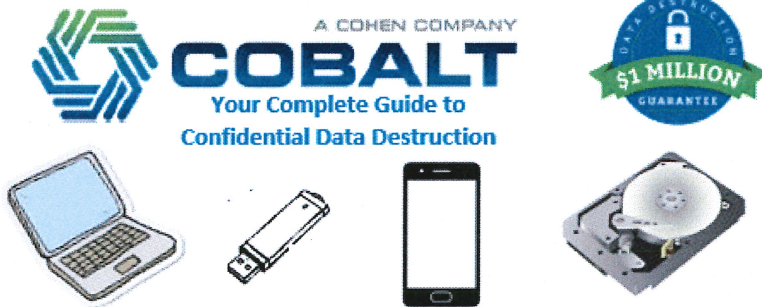
Protect your identity and your data.  
Onsite shredding by Document Destruction.  
COBALT will safely destroy your electronic data with a risk-free guarantee!

**When:** 10.30.21 | 9 a.m - noon

**Where:** McNicholas High School parking lot  
6536 Beechmont Ave. Cincinnati, Ohio 45230

**Cost:** **SHRED:** \$25.00 (cash only)  
max. 5 bankers boxes/average size trash bags

**ELECTRONICS:** \$10.00(cash only)  
max. 2 boxes or laundry baskets



This event is limited to PERSONAL DATA DEVICES only.

Acceptable items include: Cell Phones, Tablets, Laptops, Hard Drives, Computer Towers, Desktops with internal hard drives, flash-drives, CD's.



For more information about COBALT and security guarantee  
VISIT: <http://www.TrustCobalt.com/ourprocess/>

**Shred:** Paper, Staples, binders, rubber bands, binder clips, paper clips and hanging file folders, notebooks

**DO NOT shred:** Batteries, metal items, plastic bottles, glass, perishable items, food, and liquids.

## When should I shred it?

Immediately	<ul style="list-style-type: none"> <li>Sales receipts</li> <li>ATM receipts</li> <li>Paid credit card statements</li> <li>Paid utility bills</li> <li>Credit offers</li> <li>Cancelled checks (not tax-related)</li> <li>Expired warranties</li> </ul>
Up to 1 year	<ul style="list-style-type: none"> <li>Pay stubs</li> <li>Bank statements</li> <li>Paid, undisputed medical bills</li> </ul>
After 7 years	<ul style="list-style-type: none"> <li>Tax-related receipts</li> <li>Tax-related cancelled checks</li> <li>W-2s</li> <li>Records for tax deductions</li> </ul>
It depends ...	<ul style="list-style-type: none"> <li>Auto titles Keep as long as you own the vehicle</li> <li>Home deeds Keep as long as you own the property</li> <li>Disputed medical bills Keep until the issue is resolved</li> <li>Home improvement receipts Keep until you sell your home and pay any capital gains taxes</li> </ul>
Keep Forever	<ul style="list-style-type: none"> <li>Birth certificates</li> <li>Social Security cards</li> <li>Marriage or divorce decrees</li> <li>Citizenship papers</li> <li>Adoption papers</li> <li>Death certificates</li> <li>Tax returns</li> </ul>