

HANOVER TOWNSHIP
FREE DOCUMENT SHREDDING EVENT
June 15, 2024 from 9:00 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
Pay Stubs

Outdated Medical Records
Credit Card Offers

Old Bills or Receipts
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