



# Westlake's Shred-It Day

## For Westlake Residents Only

**Saturday, June 15, 2019**  
**9 a.m. – 12 p.m.**  
**Westlake City Hall parking lot**

A shredding truck from Shred-It will be available from 9 a.m. – 12 p.m. for quick and easy destruction and disposal of documents.

The Staff will handle the documents for shredding while you watch. Each household may bring material equivalent to the capacity of two standard size copy paper boxes (10" x 18" x 9").

### **Frequently asked questions about Shred-It Day**

**Do I need identification?** Yes. Please have your driver's license available.

**If it rains, will the event be canceled?** No. Shred-It Day will happen RAIN or SHINE.

**Is there a charge for the service?** No. Shredding is FREE of charge.

**What can be shredded?** Paperwork, floppy disks and CDs that contain personal and confidential information.

**Do I have to remove staples, paper clips, etc?** No, but please remove paperwork from binders and notebooks.

**Is there a limit?** Yes. Material up to the equivalent capacity of 2 standard-size boxes.