

Shred Day is Back! Sponsored by The Elm Grove Business Association.

When: Saturday, May 1st

Time: 9 am – Noon

Where: Park & Shop Parking Lot

Spring Cleaning: Shred Day is a great opportunity for residents to securely purge all those sensitive documents that have been piling up in your home.

We have compiled a list of acceptable items from KARD Shredding and tips to prepare you for this free community event. Donations welcome and appreciated.

A record number of cars attended last's year Shred Day. Help us move cars quickly through the line by organizing your shred items as follows:

Acceptable Items:

All white and colored paper items

Glossy, Carbonless, Envelopes (Window and Kraft)

Post-It Notes, File Folders

Spiral Notebooks and Note Pads, Books and Brochures

Staples, Paper Clips, Rubber bands and Metal Clips.

Please recycle Newspapers and Magazines from home when possible.

If you do bring any of these, they must be kept separate from office paper.

Not Acceptable:

Any Non-Paper Items.

Food Waste, Hanging File Folders, Glass, Plastic, Aluminum, Metal, Tin, Styrofoam, Label Backing, 3 Ring Binders, X-rays, and Negatives.

Suggested Documents to Shred:

- Old contracts and tax documents that date back beyond 7 years.
- Sensitive or confidential documents that contain private personal data, such as medical information or addresses.

- Expired debit cards and credit cards, medical bills, bank and financial statements over a year old, paid credit card and utility bills, expired permanent records such as passports and copies of birth certificates, old insurance policies and pay stubs, papers with social security or driver's license number, resumes.

*Junk mail can be recycled from your home **AFTER** you have removed the address label.

Documents to Keep:

- Statute of limitations for income taxes is generally 3 years for federal and 4 years for Wisconsin (can be extended in the case of a material omission).
- Information needed to calculate tax basis for property that may result in capital gain (e.g. home, rental property, partnership interest, etc.) should be retained until the statute has expired on any sale of such asset.
- For those that have made gifts exceeding annual exclusion amounts, gift tax returns should be saved indefinitely (may be needed for estate administration).
- Bank Statements, medical bills, credit card statements, communication with health insurance, etc. less than a year old.
- Obvious keepers such as car titles, marriage license, birth certificates, Social Security card, Wills, Power of Attorney, property records, and medical records.