

CONFIDENTIAL DOCUMENT SHRED

for Colleagues

Monday, April 20

Colleagues can bring their confidential personal paper documents*
to be
shredded for FREE!

Courtesy of our document destruction partners at Shred Away!



when it comes to your documents, it's
better shred than read



The HSHS St. Joseph's Hospital Green Team wants to help you get rid of those cumbersome personal papers that are cluttering up your life! Get rid of checkbook registers, personal papers, invoices – any confidential paper that you don't want to put in the trash!

- Plant Services will have two 96-gallon confidential (locked) containers in the Plant Services shop beginning Monday, April 20. Bring your personal documents to the shop and place them in the container.
- On Thursday, April 23, the containers will be in McDonald Hall. Come to a forum presentation by CEO Joan Coffman, check out the Earth Day table display and place your documents for shredding in the container.
- You can take one last opportunity to deposit your confidential documents for shredding in the containers in the Plant Services shop on Friday, April 24.

* This offer is for up to about one grocery bag of personal documents per colleague – no business purges or larger quantities, please. We want all colleagues to be able to take advantage of the opportunity but we are limited to 192 gallons of material for this event.

