



Matthew J. Castelli, Mayor  
www.middleburgheights.com  
James P. Herron, Service Director

# 2024- Shred Day

**DROP-OFF LOCATION: MIDDLEBURG HEIGHTS SERVICE CENTER  
7375 ENGLE ROAD**

**COLLECTION DATES:**

**SPRING  
SATURDAY, MAY 18, 2024  
9AM-12PM**

**FALL  
SATURDAY, SEPTEMBER 28, 2024  
9AM-12PM**

## **FREQUENTLY ASKED QUESTIONS:**

**Q. If it rains, will the event be cancelled?**

**A. No, rain or shine.**

**Q. Is there a charge for the service?**

**A. No, shredding is free.**

**Q. Do I have to remove staples, paper clips, etc.?**

**A. No, but take paper work out of binders and notebooks.**

**Q. Do I need to sort the paper?**

**A. No.**

**Q. What can be shredded?**

**A. Financial and legal documents, receipts, tax and medical records, plus floppy disks and CD's.**

**Q. Is there a limit?**

**A. Two standard size copy paper boxes.**

**Q. What happens after the paper has been shredded?**

**A. The destroyed documents are transferred to a recycling facility, where they return to the marketplace in the form of items such as recycled household paper products.**