

# 2024 Shred-A-Thon Preparedness Checklist

Make sure you are ready to shred with this handy checklist!

We are using a different shredding company this year **so pay attention** to what may have changed:

I have removed all X-RAYS.

I have removed all PLASTIC (including folders and sheet protectors).

I have removed all FILM.

- If one x-ray or plastic folder is found in a box, the entire lot will be rejected and we will charge \$150 to EVERY PARTICIPANT'S credit card used to register.

I am not bringing any e-waste.

I have removed all binder notebooks.

My files are in banker boxes or boxes approximately 15" x 12" x 10".

- no bags or large boxes.

I have reserved a 10-minute time slot between 9:30 and 12:00 by calling SFDS.

I am ready with my boxes during my reserved time slot.

I will take all my empty boxes with me after items have been shredded.

- Each office is limited to 10 free boxes. After 10 boxes, each box will cost an additional \$5 to be charged to your card on file. The limit is 20 boxes total for each office.



**Call the SFDS office at 415-928-7337 to reserve your spot and to report how many boxes you will be bringing.**

**Registration Deadline for Shred-a-Thon: Tuesday, July 9, 2024**

\*Registrations made after July 5 are within the late cancellation period and are subject to a \$20 fee for cancellations or no-shows.

# 2024 Shred-A-Thon Guidelines and FAQ

## CANNOT SHRED:



- X-rays
- Film
- Plastic (sheet protectors, folders, etc.)
- Hanging file folders
- E-waste (CD's, thumb drives)
- Binder notebooks

## CAN SHRED:



- Paper clips
- Fasteners
- Rubber bands
- Very small binder clips

## TDIC recommendations for disposing of inactive patients' records:

- 10 years from the date an adult patient was last seen.
- 10 years from the date of a minor patient's last treatment OR 7 years past the minor patient's 18th birthday (age 25), whichever is longer.

## FAQ:

**Q:** Is it free to shred?

**A:** Yes! The Shred-a-Thon is free for SFDS Members and their first 10 boxes.

**Q:** How do I register?

**A:** Call SFDS to reserve a 10-minute time slot between 9:30 and 12:00. A credit card will be required to register.

**Q:** Why is a credit card required if the event is free?

**A:** We require a credit card at the time of registration to hold your reservation spot and bill for additional charges incurred on the day of the event. Your card will only be charged in these instances:

- \$20 no-show or late cancellation fee.
- \$5 for every additional box shredded after your allotted 10 free boxes.
- \$150 penalty charge to every participant's card in the event of x-ray or plastic contamination.

**Q:** When can I come shred?

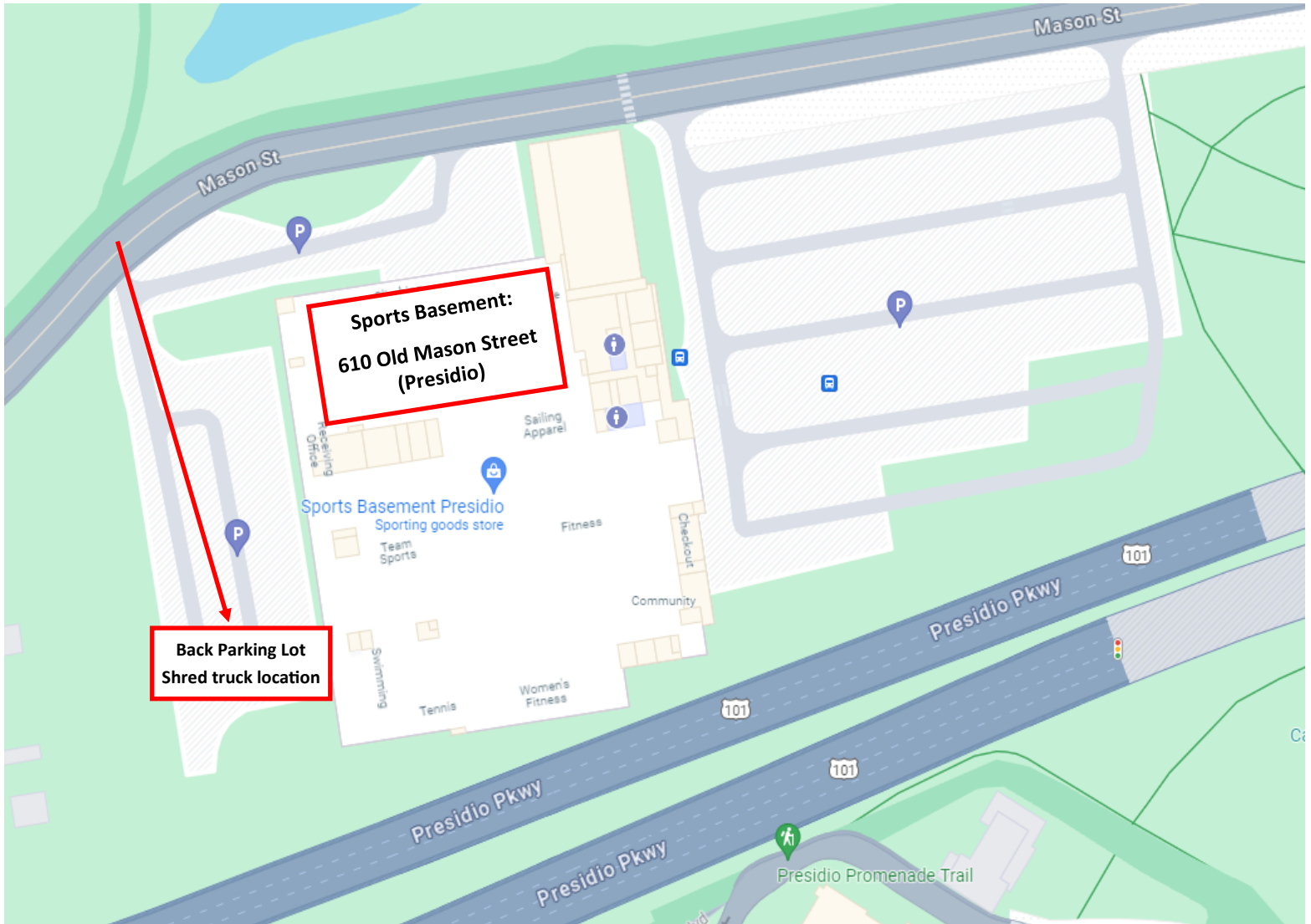
**A:** July 12, from 9:30 - 12:00. Advanced registration required.

**Q:** Are drop-ins allowed?

**A:** Registration is required for all attendees and we cannot allow drop-ins. When all time slots are full, we will open a waiting list and contact you if a space becomes available.

**The Shred-a-Thon will be held in the Sports Basement back parking lot (near the loading dock), behind the store at 610 Old Mason Street in the Presidio. Map on page 3.**

## 2024 Shred-A-Thon Location



The shredding truck will be parked in the Sports Basement back parking lot (near the loading dock), behind the store at 610 Old Mason Street in the Presidio.