



Household Document Shredding Drop-off Service

Laguna Woods residents are able to schedule appointments to drop-off personal documents at City Hall for shredding. There is no charge for doing so. Please note that this is a drop-off service; **documents are not shredded on-site**. Documents are stored in locked containers until shredded by a National Association for Information Destruction® AAA certified company at a separate facility.



APPOINTMENTS ARE REQUIRED!

To schedule an appointment, please visit www.cityoflagunawoods.org (click on the blue "Arrange Document Shredding" button) or call City Hall at **(949) 639-0500**.

- **Proof of Laguna Woods residency is required for free document shredding.**
- Please bring no more than the equivalent of three 13-gallon kitchen trash bags of documents per appointment.
- For security, you will be required to feed your documents through a small opening in a locked container. Please allow an appropriate amount of time to do so.
- Please remove binders, hanging file folders, and large binder clips prior to your appointment. Manila folders with metal prongs, paper clips, rubber bands, and staples are okay.
- Please do not bring newspapers or magazines unless they contain personal information.
- X-rays, CDs, cassettes, flash drives, discs, and batteries are not accepted.



For more information, please call City Hall at (949) 639-0500.