



6th ANNUAL NVDS SHRED-A-THON

Friday, July 12, 2019

9:00 a.m. – 12:00 p.m.

Free to NVDS Members

*Please consider volunteering one half-day at our Northern Virginia Dental Clinics (Fairfax or Sterling) or making a small donation to our ESF Memorial Fund. Thank You!
Volunteer clinic sign-up will be available at the shredding event.*

Maximum - 25 boxes per member

**Box size is equivalent to a case of copy paper

The Northern Virginia Dental Society has contracted again with Shred Instead, a secure document destruction company, to shred and dispose of all your old patient records, office/business records, and x-rays. VA Board of Dentistry recommends disposing of inactive patient records' six years from the date of last service. **All files and x-rays will be shredded on-site at the NVDS Central Office.**

You must take your empty boxes with you after documents/x-rays have been shredded. Empty boxes may not be left at the Central Office or placed in the office condominium dumpsters.

Registration with NVDS is required. You must receive a confirmation from the central office prior to attending the event. We will also need an estimate of how many boxes you will be bringing. **X-rays do not need to be separated from paper records/files. Please do not bring separate boxes of x-rays.** An individual Certificate of Destruction will be emailed to all participants.

REGISTRATION DEADLINE IS FRIDAY, JUNE 28, 2019.

**The following information is required to receive a Certificate of Destruction. Please print clearly.*

Dentist Name: _____

Fax: _____

Email: _____

Phone Number: _____

No. of Boxes: _____

Shredding Location:
NVDS Central Office
4330 Evergreen Lane, Suite N
Annandale, VA 22003

Fax this completed form to 703.750.2261 or email to Tracey Dougherty at: tdougherty@nvds.org