



7th ANNUAL NVDS SHRED-A-THON

Friday, July 31, 2020
9:00 a.m. – 12:00 p.m.

**Social distancing will be implemented – Do not forget your mask!*

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 and office/business records (no x-rays). VA Board of Dentistry recommends disposing of inactive patient records' six years from the date of last service. Visit the VA Board of Dentistry website for exceptions to this regulation. All paper files will be shred on-site at the NVDS Central Office.

PLEASE NOTE THE FOLLOWING:

- **SHRED INSTEAD, INC. IS NOT ABLE TO DISPOSE OF ANY X-RAYS – DO NOT BRING X-RAYS TO THE SHREDDING EVENT.**
- **DUE TO A CHANGE IN ENVIRONMENTAL POLICY WITHIN THE SHREDDING INDUSTRY, X-RAYS MUST BE REMOVED FROM PAPER FILES.**
- **BOXES WITH X-RAYS WILL NOT BE ACCEPTED. THE NAME OF A SEPARATE X-RAY SHREDDING COMPANY IS AVAILABLE, UPON REQUEST.**

You must take your empty boxes with you after documents have been shred. 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. An individual Certificate of Destruction will be emailed to all participants.

REGISTRATION DEADLINE IS FRIDAY, JULY 24, 2020.

**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