



Warren County Records Center & Archives / Microfilm Department
406 Justice Drive • Lebanon, Ohio 45036 • Phone: (513) 695-1815 • Fax: (513) 695-2415 • archives@co.warren.oh.us

FOR IMMEDIATE RELEASE

IT'S THAT TIME AGAIN! FREE WARREN SPRING PAPER SHREDDING EVENT!

The Warren County Records Center & Archives will be hosting their Spring Community Paper Shredding Event on May 14th, from 10:00am to 1:00pm at the Warren County Administration Building parking lot, located at 406 Justice Drive in Lebanon. Shredding will be conducted offsite, and it is first come, first serve until the trucks are full.

Paper clips, staples, binder clips, rubber bands and file folders do not need to be removed from boxes, while heavier plastics such as CDs, floppy disks and 3-ring binders, glass, electronics, metals, and audio/visual items will not be accepted. Items must be in boxes, no larger than 12x15x10 or the size of a copier paper box. There is a maximum of 5 boxes per trip through the line, and assistance will be available for unloading items. Boxes will be returned to patrons and items in bags will not be accepted.

This event is open to all Warren County residents with shredding conducted by Royal Document Destruction.

If you have any questions, please contact the Archives at 513-695-1815 or email Jennifer.haney@co.warren.oh.us

**WARREN COUNTY SPRING
COMMUNITY SHRED DAY**

Saturday, May 14th, 2022 : 10am – 1pm
Free Event - 5 box maximum, no bags
Shredding will be offsite

406 Justice Drive, Lebanon Ohio 45036
Administration Building Parking Lot

Questions?

Phone: 513.695.1815
or
Email: Jennifer.haney@co.warren.oh.us