

# Cumberland County Recycling Day



Sponsored By

**Cumberland County Recycling Taskforce**

Have your confidential documents shredded and recycled, donate clothing and household goods in working condition, and dispose of your tires **FREE** at the following location:

Saturday, October 8, 2011 from 11:00 a.m. until 3:00 p.m.  
Cumberland Community Center  
1874 Anderson Highway (RT.60)  
Cumberland, Virginia 23040

***Must be a County resident (proof of residency will be required)***

We will be accepting tires (on or off the rim),  
limit of 20 per person.



Service donated by  
**Commonwealth Solutions**



a majority of the merchandise will benefit the  
Cumberland Clothes Closet



Sponsored by  
**Republic Services**

\*\*\*Activities will occur rain or shine. (Please see guidelines on the reverse side).

## Guidelines for paper shredding and recycling

(Service donated by Commonwealth Solutions)

Paper shredding is available at no charge to Cumberland County residents only (**no businesses are permitted**).

- All types of paper such as financial and legal documents, receipts, and tax and medical records are acceptable
- Papers with Staples or paper clips are acceptable
- Envelopes with plastic windows are acceptable
- Please remove paper from 3-ring binders and spiral notebooks
- No plastic or electronic items such as credit cards, CDs, or computer disks
- Limit: five bags or small boxes of paper per household

## Clothing and Household Goods Donation Guidelines

(The majority will benefit the Cumberland Clothes Closet)

Please bring items that are in working/usable condition. Please bring gently used clothing and small loose items in bags or boxes. Tax deduction receipts will be available upon request.

- Clean clothing, shoes, accessories, and bed and bath items
- Miscellaneous household goods such as dining ware, pots and pans, glassware, picture frames, power tools, small electronics, arts and crafts supplies, and garden tools
- Books, CDs, DVDs, etc. (no encyclopedias or textbooks)
- Furniture and other items such as tables, chairs, bookshelves, and lamps
- No large appliances, automobile parts, construction materials, or food

**\*\*For more information, please contact Corrie Hurt at (804) 492-3251\*\***

### Records Retention Schedule (Provided by Internal Revenue Service)

The retention period is the number of years from the date the tax return was filed. All material presented is for general information only and should not be acted upon without professional assistance.

Accident reports/claims (settled cases).....	7yrs.	Minute books of directors , stockholders, bylaws, and charter
Accounts payable ledgers & schedules .....	7yrs.	charter .....
Accounts receivable ledgers & schedules.....	7yrs.	Notes receivable ledgers & schedules .....
Audit reports .....	permanent	Option records (expired) .....
Bank reconciliations.....	2yrs.	Patents & related papers .....
Bank statements .....	3yrs.	Payroll records & summaries .....
Capital stock & bond records: ledgers, transfer registers,		Personnel files (terminated) .....
Stubs showing issues, records of interest coupons,		Petty cash vouchers .....
Options, etc .....	permanent	Physical inventory tags .....
Cash books.....	permanent	Plant cost ledgers .....
Chart of accounts .....	permanent	Property appraisals by outside appraisers... ..
Checks (canceled-see exception below).....	7yrs.	Property records, including costs, depreciation reserves,
Checks		year-end trial balances, depreciation schedules, blueprints
(canceled for important payments – i.e., taxes, purchases of		& plans .....
Property, special contracts, etc. Checks should be filed with the		permanent
Papers pertaining to the underlying transaction).....	permanent	Purchase order (except purchasing dept. copy).....
Contracts, mortgages, notes, & leases (expired)....	7yrs.	1 yr.
Contracts, mortgages, notes, & leases (in effect) ...	permanent	Purchase order (purchasing dept. copy).....
Correspondence (general) .....	2yrs.	7 yrs.
Correspondence (legal & important matters only).....	permanent	Receiving Sheets .....
Correspondence (routine) w/ customers and vendor...	2yrs.	1 yr.
Deeds, mortgages, & bills of sale .....	permanent	Retirement & pension records .....
Depreciation schedules .....	permanent	permanent
Duplicate deposit slips .....	2yrs.	Requisitions .....
Employment applications .....	3yrs.	1 yr.
Expense analysis/expense distribution schedules .....	7yrs.	Sales commission reports .....
Financial statements (year-end, other optional).....	permanent	3yrs.
Garnishments .....	7yrs.	Sales records .....
General/private ledgers, year-end trial balance.....	permanent	7yrs.
Insurance policies (expired) .....	3yrs.	Scrap & salvage records (sales & inventory) .....
Insurance records, current accident reports, claims,		7yrs.
Policies, etc. ....	permanent	Stenographers' notebooks.....
Internal audit reports (longer retention periods may be		1 yr.
Desirable) .....	3yrs.	Stocks & bonds certificates (canceled) .....
Internal reports (miscellaneous) .....	3yrs.	7yrs.
Inventories of products, materials, and supplies .....	7yrs.	Stockroom withdrawal forms .....
Invoices (to customers, from vendors) .....	7yrs.	1 yr.
Journals .....	permanent	Subsidiary ledgers .....
		7yrs.
		Tax returns & worksheets, revenue agents' reports,
		And other documents relating to determination of income
		tax liability .....
		permanent
		Time books/cards .....
		7yrs.
		Trademark registrations and copyrights .....
		permanent
		Training manuals .....
		permanent
		Union agreements .....
		permanent
		Voucher register & schedules .....
		7yrs.
		Vouchers for payments to vendors, employees, etc.
		(includes allowances and reimbursement of employees, officers,
		Etc., for travel and entertainment expenses) .....
		7yrs.
		Withholding tax statements .....
		7yrs.