



Let us help you shred a few pounds!
Spring Recycling Event

MPC is hosting a FREE Recycling event!

Please enter on the west side of the building and proceed to the back parking lot. A drive-through system will be in place to minimize physical contact. No food will be served.

Thursday, June 4th from 10-1 pm *NEW TIME*

**MPC Advisers
(Back Parking Lot)
16655 W. Bluemound Road
Brookfield, WI 53005
Phone: 262-785-1005**

Kard Shredding and Recycling Technologies will protect your identity by safely and securely destroying items containing your personal information. **(See attached list of acceptable HOUSEHOLD items.)**



**LEGACY
RECYCLING**
Specializing in computer and electronics recycling

MPC Advisers – 16655 W. Bluemound Road, Suite 150, Brookfield, WI 53005 – 262-785-1005

Securities and advisory services offered through Woodbury Financial Services, Inc., member FINRA/SIPC and registered investment advisor. Insurance offered through MPC Advisers is not affiliated with Woodbury Financial.



LEGACY

RECYCLING

Warehouse Office: 9825 Durand Ave. Building 7A&B, Sturtevant, WI 53177

Phone: 262-930-4228

Email: ewaste@Legacy-Recycling.com

Web: www.Legacy-Recycling.com

Accepted Items List

Computers	Laptops	Servers	Computer parts	Phones
Keyboards	Mice	Wires	TV's (Flat Screen Only)	Monitors (Flat Screen Only)
Cell Phones	Printers	Copiers	Fax Machines	UPS's
Lead batteries	CD/DVD players	VCR's	DVR's	Routers
Storage devices	I Pods	MP3's	Tablets	Video Game Player
Stereo equipment		Blue Rays	Modems	Small appliances
Vacuums			Light fixtures	Cords / Cables

Microwaves and items with freon will not be accepted - Please contact us for details

Non Recyclable Items

Wood Stereo speakers



IMPORTANT: *We cannot accept plastic folders, binders, metal clips, or large paper clips. Only paper and staples are acceptable.*

Corporate Records	Retention	Personnel Records	Retention
Article of Incorporation to apply for corporate status	Permanent	Employee Offer Letters	Permanent
IRS Form 1023 (in the USA) to file for tax-exempt and/or charitable status	Permanent	Confirmation of Employment Letters	Permanent
Letter of Determination (from the IRS) granting tax-exempt and/or charitable status	Permanent	Benefits Descriptions Per Employee	Permanent
By Laws	Permanent	Pension Records	Permanent
Board Policies	Permanent	Employee Application and Resumes	7 Years
Resolutions	Permanent	Promotions, Demotions, Letter of Reprimand and Termination	7 Years
Board Meeting Minutes	Permanent	Job Descriptions, Performance Goals	7 Years
Sales Tax Exemption documents	Permanent	Workers' Compensation Records	5 Years
Tax or Employee Identification Number Designation	Permanent	Salary Ranges Per Job Description	5 Years
Annual Corporate Filings	Permanent	I-9 Forms	5 Years
		Time Reports	3 Years
Financial Records	Retention	Management Plans and Procedures	Retention
Chart of Accounts	Permanent	Grant Dispersal Contract	7 Years
Fiscal Policies and Procedures	Permanent	Donor Lists	7 Years
Audits	Permanent	Grant Applications	7 Years
Financial Statements	Permanent	Donor Acknowledgements	7 Years
General Ledger	Permanent	Contracts	Retentions
Check Registers/Books	7 Years	All Insurance Contracts	Permanent
Business Expense Documents	7 Years	Employee Contracts	Permanent
Bank Deposit Slips	7 Years	Construction Contracts	Permanent
Cancelled Checks	7 Years	Legal Correspondence	Permanent
Invoices	7 Years	Loan/Mortgage Contracts	Permanent
Investment Records (deposits, earnings, withdrawals)	7 Years	Leases/Deeds	Permanent
Property/Asset Inventories	7 Years	Vendor Contracts	7 Years
Petty Cash Receipts/Documents	3 Years	Warranties	7 Years
Credit Card Receipts	3 Years		
Tax Records	Retention	Insurance Records	Retention
Annual Tax Filing for the Organization (IRS Form 990)	Permanent	Property Insurance Policy	Permanent
Payroll Registers	Permanent	Directors and Officers Insurance Policy	Permanent
Filings of Fees Paid to Professionals (IRS Form 1099)	7 Years	Workers' Compensation Insurance Policy	Permanent
Payroll Tax Withholdings	7 Years	General Liability Insurance Policy	Permanent
Earnings Records	7 Years	Insurance Claims Applications	Permanent
Payroll Tax Returns	7 Years	Insurance Disbursements/Denials	Permanent
Donations/Funder Records	Retention		
Grant Dispersal Contract	Permanent		
Donor Lists	7 Years		
Grant Applications	7 Years		
Donor Acknowledgements	7 Years		

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