

Program Guidelines

- Eligible participants must bring valid photo identification and proof of City of Tustin residency or a City of Tustin water bill.
- Eligible participants may bring one storage box (approximately 10"H, 15"W, 24"D) per month.
- Boxes may contain paper documents only. No CDs/DVDs, plastic, hard drives, metal, binding clips, paper clips, etc.
- Only documents listing personal information (e.g., Date of Birth, Social Security Number, Account Information, etc.) are eligible for this free service. Please do not bring junk mail.
- Once documents are placed in the bins, they will not be able to be retrieved. Carefully check your items prior to drop off. City staff does not have keys to unlock the bins.
- Drop off hours are 7:30 a.m. - 5:30 p.m., Monday through Thursday and 8:00 a.m. - 5:00 p.m. every Friday (with the exception of holiday closures).
- Businesses are not eligible to participate.
- The City cannot predict the volume of documents that will be dropped off each day; therefore, eligible participants are strongly encouraged to visit this page to check current availability in the bins prior to visiting the City Clerk's Office.

For more information email: cityclerk@tustinca.org or call: 714-573-3027