

DOCUMENT DESTRUCTION and Recycling

Anyone can take advantage of some helpful document destruction tips—especially those who wonder if they really need to do this at all.



Both individuals and organizations must remain on guard.

Today, just ripping up paper and tossing it into the trash isn't enough. The pieces must be outside the limits of re-assembly

People don't always know which documents to destroy. Individuals must secure their payment records, invoices, banking and credit card statements. They should also **protect tax returns and anything showing Social Security numbers**. Businesses must secure not only employee and client records, but also their own information. **They can risk federal fines** if sensitive material is compromised.

Two Ways to Destroy Paperwork

1 Using a **portable shredder** is an option, but not really the best way. Such shredders are slow, inadequate for large loads, and don't produce secure enough results.

2 Full-service shredding companies provide the **best results**. Their heavy-duty equipment produces the finest, smallest shreds, which are then recycled. These companies **handle any size job**; some have mobile shredders and will travel to client locations.

FACT:

Every business and organization must comply with laws and regulations that require certain types of information to be securely destroyed before being discarded. Substantial penalties may be imposed on those who fail to take reasonable measures to dispose of documents properly under the law.

Your Best Bet

The shredding services provided by document destruction companies are **very affordable**, and the costs should fit just about everyone's operational budget. It's also a **very eco-friendly way** to dispose of paper!



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