

SelectShred News

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DEFINING THE PRODUCTS OF A DOCUMENT DESTRUCTION SERVICE

Considering that document destruction is a service, we also need to realize that the products of a shredding service are security, convenience and economy. Although a good shredding company will stress the importance of security to its clients, most clients are more concerned with convenience and economy.

Security should be the cornerstone of your document destruction program. If you are not using a secure document destruction service, you are probably only recycling your paper with confidential information, casually discarding it, or it is simply hanging around the office in unsecured boxes waiting for a time for you to call a shredding company. The most secure way is to use a NAID AAA certified company, use locked containers for your confidential documents, and have those documents shredded at your location.

Convenience is important but don't just have your documents transported away to be shredded at another facility at a later date. Have your designated staff members witness the shredding at your location and receive a

certificate of destruction for your record in case of a complaint, an audit, or a security breach.

Everyone has a budget and is watching the dollar. However, do not be penny wise and pound foolish. The lowest estimate is usually not the wisest move to make. Always consider building a relationship with your shredding company, look at qualifications, and know your rights as a client for a reputable document destruction company. Some people are not sure where their documents are shredded. *You should know!*

Building a relationship with your shredding provider will go a long way to avoiding identity theft and information theft.

Products of Document Destruction Service

SECURITY

CONVENIENCE

ECONOMY

Think **SECURITY** first — then Convenience and Economy for the utmost protection and destruction of your confidential documents.

DID YOU KNOW?

The National Association for Information Destruction (NAID) has been the industry's association since 1992. It is an international organization with about 30% of NAID membership outside the U.S.

Commercial

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Residential