

What Should Be Shredded



In order to be compliant with the laws and protect yourself, stockholders, employees, and customers/patients, you should destroy all confidential and outdated material.

tel. 845.876.6138
tel. 866.400.0540
fax. 845.876.6138

PO Box 640
Rhinebeck, NY 12572

- Any document, which contains confidential material (designs, proposals, plans, and drafts of such information).
- Any document which could be used for the purpose of identity theft (social security numbers, customer lists, credit applications, tax returns, etc).
- Any document which could cause harm in the hands of criminals or competitors (canceled checks, price lists, business plans, credit card numbers).
- Any document which is mandated to be protected by laws such as HIPAA (healthcare), GLB (financial) or FACTA (general).
- Any non-paper item which could cause harm to you or others in the hands of criminals (security uniforms, employee identification cards, product packaging, out of spec products, recalled products, etc.).

Below are examples of what should be shredded:

OFF SITE STORAGE
SHREDDING/DESTRUCTION
PICK-UP & DELIVERY

Activity Sheets
Advertising Misprints
Agreements
Applications for Jobs
Applications in General
Appointment Schedules
Arbitration/
Grievance Files
Audits
Ballots
Bank Account Data
Bank Reports
Bank Statements
Bids & Quotations
Brokerage Reports
Budget Schedules
Business
Correspondence
Business Projections
Cancelled/Blank
Checks
Classified Information
Client Lists/Files
Competitive
Intelligence
Computer Reports
Confidential Letters
Contracts
Corporate Records
Correspondence

Credit Card Statements
Customer Account Lists
Debit Card Numbers
Disciplinary
Reports/Promotions
Driver's License
Numbers
Employment
Information
Engineering Drawings
Estimates
Executive Letters
Financial Reports
Formulas/Product
Plans/Tests
General Letters/Memos
Health & Safety Issues
Insurance Policy
Information
Internal Data Reports
Inventory Records
Invoices
Legal Documents
Manuals
Maps & Blueprints
Market Research
Marketing Development
Medical Records
Meeting Minutes/Notes
Negotiables

New Product Data
Organizational Charts
Outdated Business
Material
Patent Materials
Payroll Reports
Performance Appraisals
Personal Info
Personnel Records
Photographs
Prescription Slips/Labels
Presentations
Price Lists
Price/Inventory Lists
Profit & Loss Statements
Proposals
Proposals & Quotes
Purchase Orders
Receipts
Records
Signatures
Social Security Numbers
Specification Drawings
Strategies
Supplier Information
Tax Records
Telephone Numbers/Lists
Training Information
Treatment Programs

“Committed to providing the quickest and most secure way to protect your confidential documents”