

What to Shred



Making sure it's secure.™

Unless your confidential documents are disposed of securely, they could fall into the wrong hands and compromise the security and privacy of your business. Shred-it's paper shredding solutions reduce the risk. Protecting the security of your printed materials is our number one priority. We'll help you comply with data privacy legislation, and keep your confidential information secure.

Knowing which documents need to be shredded is vital. Too often, sensitive information is simply thrown in the garbage or recycling bin; items like letterhead, invoices, company reports, payroll information, customer lists and even complaints are confidential and must be securely destroyed. Here's a quick overview of the paper and non-paper materials that should be shredded to avoid breaches:

WHAT TO SHRED

Human Resources

- Payroll information
- Performance appraisals
- Applications
- Medical records

Operations

- Contracts
- Training information and manuals
- Health and safety issues
- Appraisals, product testing, etc.

Accounting and Information Technology

- Customer lists
- Supplier information
- Internal reports
- Payroll statements

Research and Development

- New product information
- Reports
- Formulas, product plans and tests
- Specification drawings

Sales and Marketing

- Customer lists and contracts
- Strategies
- Advertising
- Training information

Procurement

- Supplier records
- Supplier specifications
- Supplier purchase orders
- Corporate records

Executive Level

- Correspondence
- Legal contracts
- Budgets
- Strategic reports

No need to remove paper clips or staples. Folders and envelopes are okay too. This list has been provided as a guidance guideline. Shred-it recommends a comprehensive "shred all" policy to ensure full confidentiality.

NON-PAPER

The following non-paper items can be destroyed on request, but must be separated from paper materials to prevent contamination and risk of fire.

- CD-ROMs/CD-Rs/DVDs
- Hard drive (any kind - laptop, desktop, PATA, SATA...)
- Backup magnetic tapes (any kind - DLT, mini cartridges...)
- Computer backups (floppy disk, 3.5 inch disk, 5.25 inch disk ...)
- Zip disks
- USB sticks
- X-Rays
- Videotapes
- Cassette tapes
- Product samples
- Prototypes

ITEMS THAT CANNOT BE SHREDED

Please do not place the following items in the Shred-it console:

- Batteries
- Sharp objects
- Ink cartridges and toners
- Large metal objects
- Food, glass, cans etc.
- Pressurized containers
- Syringes
- Cardboard tubes
- Electrical items