

SHRED

*For All The
Right Reasons!*

SHREDDING documents is sometimes portrayed as an inherently suspect activity.

Nothing could be further from the truth.

The vast majority of organizations
SHRED - FOR ALL THE RIGHT REASONS:

- To PROTECT their customers' privacy and prevent IDENTITY THEFT
- To OBEY LAWS, requiring shredding
- To PROTECT their employees' privacy
- To PROTECT their company and shareholders by safeguarding proprietary trade information.

SHREDDING FACTS:

- IDENTITY THEFT and information-based fraud is the fastest growing crime in the U.S.
- The U.S. Supreme Court ruled that you give up ownership of information when it is casually discarded.
- Because of the new laws, investigative reporters are increasingly looking to the dumpster as a source of easy to find headlines.

SHRED

THE RIGHT WAY!

Even when organizations shred for the right reasons, some practices may promote the appearance of impropriety.

Thankfully, there are ways to minimize that risk.

- 1) **SHRED on a regular schedule.**
Sporadic shredding can be misconstrued as suspicious.
- 2) **Use your shredding contractor for ALL of your shredding.**
If some documents go to your shredding contractor on a regular basis, and others are shredded outside of that process, it may draw attention to that activity.
- 3) **Treat all documents equally . . . SHRED everything.**
Isolating special records for destruction could lead to the conclusion that those documents were treated differently for the wrong reason.
Never let some records go in the trash, while others are shredded.
- 4) **Have a destruction policy.**
If it explains the what, why, when, and how of your destruction practices, a stated policy will minimize any hint of impropriety.

*For more about shredding the right way, contact your
NAID information destruction contractor.*



This notice is not legal advice. For legal advice on records destruction, you should consult with legal counsel and a professional records manager.

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