



WHEN & WHAT TO SHRED

When To Shred

The required retention period for business records varies by industry, useful life and government statute. Consult with experts within your industry, your attorney and your accountant to determine these requirements.

Next, create a written information security, retention and destruction policy.

Finally, FOLLOW THE POLICY! A well written, defined and implemented policy, with evidence of ongoing scheduled destruction (Certificates of Destruction), shows that you value, and have controls for, safeguarding your confidential information.

What To Shred

Incidental daily business records represent as much as 60% of the paper (information) generated in a typical office environment. These records need to be addressed in your retention and disposal policies.

Do not discard any of these critical business documents -- SHRED THEM!

- Addresses / Phone Numbers
- Accident Reports
- Attorney Correspondence
- Audits / Surveys
- A/R / A/P Reports
- Bank Statements / Checks
- Birth / Death Records
- Blueprints
- Budget Data
- Business Plans
- Cancelled Checks
- Charts / Graphs
- Commission Reports
- Committee Reports
- Company Correspondence
- Competitor Information
- Computer Generated Reports
- Contracts / Legal Documents
- Credit Reports / Applications
- Credit / Debit Card Statements
- Customer / Client Lists
- Customer Service Records
- Driver Logs
- E-mails
- Employee Evaluations
- Employee Records / Information
- Employment Applications / Resumes
- Engineering / R&D Reports
- Executive Correspondence
- Expense Reports
- Financial Statements / Records
- Identification Cards
- Insurance Information
- Inter- / Intra- Office Memos
- Inventory Lists
- Investment Statements
- Invoices / Receipts
- Labor Negotiation Notes
- Loan Documents
- Magnetic Media (CD's, DVD's, Disks, Hard Drives)
- Marketing Research / Plans
- Medical Records / Charts
- Meeting Minutes
- Microfilm / Microfiche
- Misprinted Advertising / Reports
- Mortgage / Loan Documents
- Obsolete Brochures / Stationery
- Obsolete Audio / Visual Media
- Obsolete Forms / Sales Material
- Organization Charts
- Outdated Business Records
- Passport Information



WHEN & WHAT TO SHRED

What To Shred - Continued

- Passwords / PIN #'s
- Patent Applications
- Payroll Records
- Personal Information
- Pictures, Negatives, X-rays
- Police Reports
- Policy / Procedure Manuals
- Political Party Information
- Pre-Approved Credit Applications
- Prescriptions
- Presentations
- Price Lists / Quotes
- Production Reports / Charts
- Profit & Loss Statements
- Product Design Information
- Purchase / Sales Orders
- Sales Lists / Call Reports
- Sales Proposals
- Shipping Documents
- Social Security information
- Student Reports / Records
- Subscription Information
- Tax Records
- Teacher / Administrator Records
- Telephone Numbers
- Time Sheets / Cards
- Transcripts
- Utility Bills
- Voter Information
- Workers' Comp Files

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