

# SHRED

*For All The  
Right Reasons!*

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**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.
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## **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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