

The Lifecycle of YOUR CONFIDENTIAL DOCUMENTS

We all want to help protect the environment, but many of your company's documents should never go into a traditional recycling bin. Identity and data thieves are always on the lookout for an easy opportunity to access your confidential information.

When you partner with CI Information Management, your confidential information is safe and secure from start to finish, minimizing the possibility of a data breach. And all the paper is still recycled.

Document Disposal Process Using a TRADITIONAL RECYCLING BIN

01



Confidential documents are placed into a recycle bin and sit unsecured in your office.

The average office worker in the U.S. uses **10,000 sheets** of paper per year.¹

¹Petronzio, M. (2014, April 22). Average U.S. Office Worker Uses 10,000 Sheets of Paper Per Year.

02



An office administrator generally empties the recycle bins, placing the documents in clear plastic bags.

Most cases of identity theft and document data breaches can be traced back to an employee.²

²Kitten, T. (2010, November 9). ID Theft: Insider Access Is No. 1 Threat.

03



Bags full of materials may be placed in unlocked outdoor recycling bins for collection.

At this stage, your confidential documents are completely unsecured and a gold mine for any data thief or other unscrupulous individual.

04



These documents, still completely intact, are picked up by your local waste disposal and recycling company and taken to a sorting facility.

Your confidential documents sit around the sorting facility with no guaranteed time or proof of destruction.

05



Documents are sorted, generally by staff who have not been vetted or passed a background check, prior to recycling.

06



Eventually, documents are disposed of through the recycling process

While documents are eventually disposed of, your confidential information is exposed repeatedly throughout the process.

CI Information Management's Secure DOCUMENT SHREDDING PROCESS

01



Your confidential documents are dropped into one of CIIM's secure locked shredding collection containers.

CIIM uses highly secure industry standard shredding collection containers. These tamper-proof containers ensure your documents cannot be retrieved.

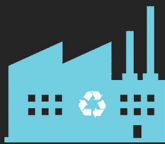
02



A CIIM shred truck comes to you and your documents are shredded on site.

CI Information Management is AAA NAID Certified in both mobile and plant-based secure shredding and all staff have undergone extensive background checks.

03



CIIM's powerful shredding technology turns sensitive business documents into unreadable, confetti-sized pieces that cannot be reproduced or recreated.

A Certificate of Destruction is provided after the shred is complete.



COMPLETELY SECURE AND GREAT FOR THE ENVIRONMENT!

Once you place your confidential document into a secure CIIM shred collection container, it remains secure throughout the entire destruction process.

For more information on CI Information Management's full range of paper shredding, document destruction, and disposal services, visit CI-InfoManagement.com or call **509.586.6090**