



WHAT TO SHRED

A Guide For Every Industry

You generate huge amounts of confidential, sensitive information daily. No matter what industry you are in, knowing what to shred is vital. Whether it's official forms, day-to-day paperwork, meeting notes, or old hard drives and other physical media, these items need to be protected. Protecting private client and corporate information isn't just a good practice, it's the law.

SHOULD YOU SHRED IT? While every business situation is different, here is a great list to get you started.



General Documents and Data

- Address and phone numbers
- Any items marked confidential
- Company by laws
- Certificates
- Expired maintenance records
- Inventory supply and services
- Passwords
- Policies
- Signatures
- Social security numbers

Employee Documents and Data

- Benefits package
- Discharge papers
- Employment Information
- Health Documents (medical and dental)
- Organizational chart
- Promotion and merit raise documents
- Records or contracts
- Resumes
- 401K info that is no longer needed



Financial Documents and Data

- Account Statements
- Bank statements
- Bills unless for tax purposes
- Budgets
- Canceled checks and debit receipts after reconciled (except for tax purposes or warranties)
- Cellular phone statements
- Corporate credit card statements
- Estimates
- Expense statements
- Financial records
- Invoices
- Leases and or rental contracts
- Loan contracts
- Sales forecasts

Strategic Documents and Data

- Competitive documentation
- Marketing plans and objectives
- Operating expenses
- Pricing information
- Pricing structure
- Sales goals
- Strategic plans

Legal Documents and Data

- Claims
- Confidentiality agreements
- Design documentation
- Engineering specifications
- Expired Contracts with customers and vendors
- Expired service agreements
- Expired Warranties
- Incorporation documents
- Liability documentation
- Licensing agreements
- Non-filed patented and trademark documents
- Patent and trademark search request forms
- Patent disputes
- Patent studies
- Patents
- Plans
- Product information
- Prototype documentation
- Research
- Settlements
- Severance Agreements.
- Software agreements
- Testing documentation
- Trade secrets
- Trademark Oppositions

Travel Documents and Data

- Expired passports and work visas
- Luggage tags
- Telephone bills
- Travel itineraries
- Used airline tickets

COMPREHENSIVE SHREDDING

When in doubt, shred it! CI Information Management's powerful technology can shred almost anything, but we specialize in paper. CI Information Management's proprietary shredding technology completely destroys sensitive business information into unreadable confetti-sized pieces that cannot be reproduced or recreated.

CI INFORMATION MANAGEMENT'S HARD DRIVE, MEDIA, AND TAPE DESTRUCTION

Hard drives, flash drives, and other electronic media that have reached the end of their lifecycle can provide identity thieves a quick entry to volumes of company records. Erasing or wiping data does not guarantee the information contained in the hard drives cannot be accessed.

CI Information Management's state-of-the art disintegrator and hard drive destruction services can destroy:

- Backup Magnetic Tapes
- CD's and DVD's
- Hard Drives
- Floppy Disks and Flash Drives
- Microfilm and Microfiche