Introducing Our Document Management Policy

Working together to keep our private information confidential!

Our document management policy will make it easier to locate, update, file, discard, and destroy all company documents at the appropriate times. A less cluttered office space makes for a more productive workplace and reduces the risk of a security breach.

Ask about our document management policy to help:

▶ Protect our customer, employee, and proprietary business information

▶ Keep documents secure at each stage of the document lifecycle

▶ Safeguard against the risks and expense of an information breach

▶ Protect against severe penalties or fines for non-compliance with privacy legislation

We protect what matters.

Shred-it®
A Stericycle® Solution