



Traditional Document Disposal Process with a Recycling Bin

1



Confidential documents are dropped into a recycling bin and sit unsecured.

2



Once collected by janitorial staff, documents are left in large plastic bags.

3



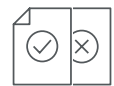
Materials are placed in outdoor recycling bins for pick up.

4



Intact documents are loaded onto a truck for transportation to the sorting facility.

5



Documents are sorted through and prepped for the recycling process.

6



Eventually, documents are destroyed and recycled.

Lifecycle of a Document

Recycling bins may be helping the environment, but these bins create a hotbed of opportunity for criminals by leaving information exposed and at risk.

By using a secure information destruction provider, information is destroyed sooner, minimizing the potential for security breaches – and is still recycled post destruction.



The Shred-it® Secure Document Destruction Process

1



Confidential documents are dropped into a securely locked container.

2



Containers are emptied and documents are destroyed on-site or within 48 hours at a secure facility.

3



Shredded paper is then sent to a paper mill for recycling.

4



A proof of service is provided to every customer.

Learn more about how Shred-it® can help keep your documents secure and recycled.

We protect what matters.™

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Source: 1. <https://www.theworldcounts.com/stories/paper-waste-facts>
2. 2023 Data Protection Report

 **Shred-it**
A Stericycle® Solution