LIFECYCLE OF A DOCUMENT

Recycling bins may be helping the environment, but these bins create a hotbed of opportunity for white-collar criminals by leaving information exposed and at risk. By using a secure information destruction provider, information is destroyed sooner, minimizing potential for security breaches - and is still 100% recycled.

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.

SURE, DOCUMENTS ARE ULTIMATELY DESTROYED BUT CONFIDENTIAL INFORMATION IS EXPOSED REPEATEDLY THROUGHOUT THE PROCESS.

THE SHRED-IT® SECURE DOCUMENT DESTRUCTION PROCESS

1. Confidential documents are dropped into a secure console.
2. Consoles 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.

SURE, DOCUMENTS ARE ULTIMATELY DESTROYED BUT CONFIDENTIAL INFORMATION IS EXPOSED REPEATEDLY THROUGHOUT THE PROCESS.

For more information on how Shred-it® can help keep your documents secure and recycled, please visit shredit.com or call us at 800-697-4733

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