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Document Shredding And Document Security: Protecting Your Vital Information

By Mahesh Natarajan

Document security and document shredding have never been more important before and are bound to impact our lives in a way that we just can't imagine. If you see a proliferation of caro document shredding or Davison document shredding, or even curtis document shredding, you are witnessing the new wave of privacy protection.

Document shredding, document security and what they mean to us is symptomatic of the world we occupy. The times that we live in today are new, wonderful and enchanting times where technology and a more evolved intellect ensure that the outmoded lifestyles of the past are but just a legacy remaining in the inner recesses of some of our minds. Information today is absolute power and the keeper of this Holy Grail remains strong for ever. That's precisely why document shredding and document security have not only just rose in prominence but have advanced to a sophistication level that makes caro document shredding or Davison document shredding or even curtis document shredding look like the run-of-the-mill shredding technique.

The reason why document shredding is important is because your identity is not just yours. Not unless you protect it. A glance of your newspaper over the past few months and you would stumble upon innumerable cases of identity thefts, of loss of property and money, and in some cases a loss of life as well. And the victims became the victims not because they were ignorant of caro document shredding or Davison document shredding but because they did not fully appreciate the need to protect sensitive information either about themselves or their business entity. Information in the wrong hands is like a ticking time bomb waiting to go off. At that point in time it stops becoming a question of 'if it will happen' and starts becoming a question of 'when it will happen'.

Your personal documents therefore are more important to others than they are to you, just a little bit of malicious intent and you could be facing a financial loss or legal suit slapped against you because some one did something they were not supposed to in your name. Document security therefore becomes important and ipso facto so does document shredding. And with it, the growing practices of curtis document shredding, caro document shredding and Davison document shredding among others. Of course, you don't have to own a paper shredder to do document shredding. There are several shredding agencies who for a very nominal fee, come in a truck with a high power paper shredder

installed in the truck right up to your doorstep, and shred your documents in no time right in front of you. What more could you possibly want?

Thus it makes tremendous business sense to take good care of your personal documents, your sensitive information and any similar information of your business as well. Tearing up sheets of paper is a small price to pay for insuring yourself against any fraudulent activities that could be committed in your name. Feel free to explore more of [justpapershredders.com](http://www.JustPaperShredders.com) to get an insider view on the world of document shredding and paper shredders.

Visit our articles section at

<http://www.JustPaperShredders.com>

for more such practical advice, tips

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Document Shredding: 'Destroying' The Things That You 'Value'

By Trevor Marshall

What do the following industries have in common?

Law enforcement Legal industries Government Banking Health care Financial service
(brokerage) Entertainment Technology Manufacturing industries

The answer: The above-mentioned industries regard information as a very important aspect of their operations. They are information-sensitive - they have a need to ensure that important and confidential data are secured and protected at all times.

What data are considered classified? Some are listed below:

Disbursement records (Wages, etc.) Accounts records (financial statements such as the balance sheet, etc.) Sales receipts Bank records Social Security records Business letters Customer information Personnel records Computer printouts Computer discs or tapes

Why is there a need to protect such data? Industries are in constant danger of having such sensitive information to 'fall into the wrong hands' - people that are out to inflict damage, such as a discontented employee or a competitor, which could result to either of the following:

Bad publicity Humiliation Loss of staff or key personnel (probably to a competitor) Loss of customers Loss of job or running out of business A possible indictment

This is why every information-sensitive industry needs a proper and secure records storage and

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management. However, such course of action usually requires much room (think of all those years' worth of papers and electronic tapes piling up); it also incurs high costs. In addition, there will also come a time when the company will need to purge itself of the age-old materials. But these outdated materials will still be sensitive, and throwing away classified documents in a wastebasket will not do the trick - they can still be collected and sorted out, the information still made available to whoever would want them.

There is a truly a great need for a secure disposal of sensitive data, and an effective solution to this crucial aspect of an industry is document shredding.

Document shredding is a safe and secure option for discarding restricted documents and materials. In document shredding, sensitive files and records are destroyed, turning them into bits that can no longer be recognized; thereby ensuring that confidentiality is maintained.

The document shredding process is entirely flexible that it can adapt to any industry's distinct requirements in destroying sensitive records. Depending on what would suit it's needs, a company can either purchase it's own document shredder or employ outsourced document shredding services, who can then perform the document shredding process on-site or off-site.

On-site document shredding provides industries with the opportunity to observe the actual shredding of their materials 'on site', right at their doorsteps. The use of mobile shredding vehicles and equipment

will especially fit those who do not want their records to leave their site intact.

In an off-site document shredding, the document-shredding company collects the materials in security containers and hauls them in a safe location that may be monitored by security cameras where they are destroyed into little pieces. Aside from the surveillance cameras, industries can also send representatives to personally observe the actual document shredding process.

Once the classified records are destroyed in a proper and secure manner, the document shredding company will then provide its client with a "Certificate of Destruction," which notes the date and time as well as the accounting of the materials shredded. This not only serves as a proof that the documents were destroyed properly; it also gives the client the necessary data for an audit trail.

There are many advantages in making use of the services of an outside document shredding company:

A document shredding service enables the company to save thousands of dollars by not having to buy a document shredding equipment and not having to worry of the depreciation as well as the maintenance costs.

A document shredding service also enables the company to save in terms of labor. Employees would not need to spend hours to do the document shredding. Employees can spend the time more effectively by doing their own jobs.

A document shredding company also helps the environment by recycling. Recycling is the final step in almost all the document shredding process. The shredded materials are collected and, through baling and/or pulping, can be used again to form other items such as boxes and copier papers, among others.

We cannot deny that protecting the interests of a company remains a crucial phase of every business, especially in this age of information. And with document shredding, we are not only securing an industry's information, we are also helping the environment - a win-win solution.

For more great document shredding info and advice check out:

<http://www.shreddingstop.com>



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