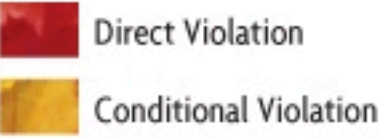


# Legal & Regulatory Violations caused by NOT Destroying Info before Discarding



HIPAA  
 Gramm/Leach/Bliley  
 Privacy Act  
 Economic Espionage Act  
 Trade Secret Protections  
 FACTA and other I.D. Theft Laws  
 Implied Contract Breach

Category	HIPAA	Gramm/Leach/Bliley	Privacy Act	Economic Espionage Act	Trade Secret Protections	FACTA and other I.D. Theft Laws	Implied Contract Breach
Account Data	Conditional	Direct	Conditional	Direct	Direct	Conditional	Direct
Banking Info & Docs		Direct	Direct			Conditional	Direct
Brainstorming Notes				Direct	Direct		
Cancelled Checks	Conditional	Direct	Direct	Direct	Direct	Direct	Direct
Copies of Checks	Conditional	Direct	Direct	Direct	Conditional	Conditional	Conditional
Customers' Addresses	Conditional	Direct	Direct	Conditional	Conditional	Direct	Direct
Customers' Names	Conditional	Conditional	Direct	Direct	Direct	Direct	Direct
Drafts of Contracts		Conditional	Conditional	Direct	Direct	Conditional	Direct
Drafts of Letters	Conditional	Conditional	Conditional	Conditional	Conditional	Conditional	Conditional
Drafts of Proposals				Direct	Direct		
Education Records		Conditional	Direct			Conditional	Direct
Employee Info	Conditional	Conditional	Direct				Direct
Insurance Info	Direct	Direct	Direct			Conditional	Direct
Internal Memos	Conditional	Conditional	Conditional	Conditional	Conditional	Conditional	Conditional
Loan Info		Direct	Direct	Conditional	Conditional	Direct	Direct
Market Analysis				Direct	Direct		
Medical Info	Direct		Direct			Direct	Direct
Mis-Aligned Forms	Conditional	Conditional	Conditional	Conditional	Conditional	Conditional	Conditional
Mis-Printed Copies	Conditional	Conditional	Conditional	Conditional	Conditional	Conditional	Conditional
Obsolete Contracts	Conditional	Conditional	Conditional	Direct	Direct	Conditional	Direct
Obsolete Records	Conditional	Conditional	Conditional	Direct	Direct	Conditional	Conditional
Patient Billing Info	Direct	Direct	Direct			Conditional	Direct
Patient Names	Direct		Direct				Direct
Payroll Info		Direct	Direct	Direct	Direct	Direct	Direct
Phone Logs	Conditional	Conditional	Conditional	Conditional	Conditional	Conditional	Conditional
Phone Messages	Conditional	Conditional	Conditional	Conditional	Conditional	Conditional	Conditional
Purchase Orders			Conditional	Direct	Direct		
Sales Call Reports				Direct	Direct		Conditional
Sales Info	Conditional	Conditional	Conditional	Direct	Direct	Conditional	Conditional
Shipping Data	Conditional	Conditional	Conditional	Direct	Direct	Conditional	Conditional
Soc. Sec. Numbers	Direct	Direct	Direct			Direct	Direct
Supplier Info				Direct	Direct		Direct
Training Info				Direct	Direct		
Visitor Logs	Conditional	Conditional	Conditional	Direct	Direct		Conditional