



# SHRED-N-GO

Secure - Mobile - Document Destruction

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## Most Secure Mobile Destruction Service Possible

### Shred-N-Go is Secure

- **Shred-N-Go** is AAA certified by NAID. The AAA certification requires that **Shred-N-Go** establish and maintain standards for employee hiring and screening, operations, the destruction process, and insurance, as well as security factors.
- We are members of the (NAID) *National Association for Information Destruction*.
- **Shred-N-Go** thoroughly screens every associate prior to being hired, including investigations of; criminal records, driving records, employment history as well as drug screening.
- Shredding takes place in our trucks at your location, before it leaves your control.
- Our shredders quickly pulverize documents into small unrecognizable bits, rather than strips.
- You, or someone you designate, may witness the entire process.
- A Certificate of Destruction is provided as proof that your documents are destroyed.

### Shred-N-Go is a Service

- **Shred-N-Go** is on time.
- **Shred-N-Go** is fast! Our customer service representatives are trained to move quickly. Combine this with high-speed shredders (5,000 pounds per hour) and we are in and out of your business swiftly.
- All vehicles are equipped with phones so we can quickly respond to your time sensitive needs.
- Friendly, uniformed associates provide our service. Each one is insured and bonded to maximize your protection. They are hired and trained with an emphasis on customer service.
- Members of our executive management team are members of ARMA International, *The Association for Information Management Professionals*.

### Shred-N-Go is Convenient

- Our locked containers are strategically placed throughout offices for accessibility. **Shred-N-Go** then monitors the usage of each container and makes recommendations to ensure the most efficient and economical solution for your business.
- There is no need to remove staples, paper clips, binder clips, file folders, report covers or acototype metal fasteners. You save time because **Shred-N-Go** can destroy it all.
- We provide itemized invoices of our services.
- Night and weekend service can be arranged for file purge or office clean-out projects, minimizing disruptions in your workplace.
- Service can usually begin in 24 hours.

### Shred-N-Go is Economical

- **Shred-N-Go** significantly reduces your in-house shredding costs. **Shred-N-Go** can shred in minutes what it would take hours to do with an office shredder, leaving your staff more time for their work responsibilities.
- You save on labor and costly file storage space.
- Unlike other services, **Shred-N-Go** charges by the container or per pound, not by the minute.
- Your liability is reduced by complying with privacy laws.

### Shred-N-Go is Responsible

- All shredded paper is recycled reducing landfills and saving trees.
- We can ensure that sensitive information is consistently destroyed rather than overlooked.
- **Shred-N-Go** demonstrates respect for privacy and provides piece of mind for you and your clients..

### Steps of Shred-N-Go Services

1. Place your documents in the locked security containers provided by Shred-N-Go, or direct our operator to material for clean-outs.
2. A representative will collect the contents of the containers on a schedule determined by the customer or meet at a designated location and time for clean-outs.
3. Documents are immediately destroyed with a high-speed industrial shredder in our truck at your location.
4. A **Certificate of Destruction** is provided to you the customer as proof that the documents were completely destroyed.

### Federal Legislation

The Health Insurance Portability and Accountability Act (HIPAA) identifies protected health information and sets rules for the security and privacy of the information.

The Gramm-Leach-Bliley Act places significant restrictions on the use of customer information by those in the financial industry (insurance, banks, securities, mortgages, escrow, etc.). Such financial institutions must disclose their privacy policies to their customer.

The U.S. Supreme Court ruled (California vs. Greenwood) that "Dumpster Diving" is not illegal. "Dumpster Diving" is the predominate method of obtaining information by those involved in crimes related to identity theft, credit card fraud, computer hackers, industrial espionage, telephone fraud, etc...

### What to Shred:

Documents should be destroyed that contain the following:

Telephone Numbers	Addresses
Drivers License Numbers	Social Security Numbers
Passport Number	Insurance Policy Data
Individual Education Files	Employment Information
Credit Card Numbers	Debit Card Numbers
Bank Account Information	Brokerage Account Information

Documents to be shredded include:

Legal Documents	Client Lists/Files
Medical Records	Receipts/Invoices
Financial Statements	Price/Inventory Lists
Profit & Loss Statement	Proposals and Quotes
Accounting	Canceled Checks
Files/Records	Business Plans
Organization Charts	Photographs
Personnel Files	Presentations
Payroll Records	R&D Files/Data
Audits/Surveys	Computer Reports
Market Research	Credit Card Numbers
Bank Statements	New Product Information
Tax Records	Executive Correspondence
Contracts	Obsolete Documents
X-Rays	Brochures/Stationary/Files
Lottery tickets	Pull-Tabs



Shred-N-Go utilizes Hammermill Shredders.



Hammermill Shredders are the most **Secure, Mobile Document Destruction** systems operating in the market today.



**Our fleet provides Minnesota and Western Wisconsin the most secure, cost effective, and mobile destruction service available.**