



*“Placing a shredder next to a copy/fax machine is one of the most effective ways to destroy confidential material at the source.”*

Confidential information is properly disposed. Under FACTA regulations, your organization will be held responsible for any documents they produce that are not properly disposed and used in an illegal manner. A contract that is signed with a mobile service does not transfer that liability to them. Once the documents leave your facility, can you ever really be sure what happens to them? What if some materials spill out of the truck on the way to their facility? Even though you've done a background check on the shredding service, what about a check on the person who actually does the shredding? The only way to be absolutely sure, is to shred the documents yourself. This will give you peace of mind that your company's sensitive information will never be seen by others. Otherwise, are you ever really sure?

## IN HOUSE -VS- MOBILE SHREDDERS

# BENEFITS OF SHREDDING YOUR OWN DOCUMENTS

Congratulations on understanding the necessity of shredding unwanted confidential information. FACTA regulations require that any documents containing consumer credit information must be properly disposed. With that in mind, the hard part is choosing whether to shred the documents yourself or hire an outside agency to do it for you. While each method has its advantages, the benefits of having access to your own in house shredders are listed below.

### ONE TIME COST

There's no doubt about it, shredding is an expense that has to be accounted for. But how long are you willing to pay? When you purchase your own shredder their's a one time cost involved. This cost varies depending on the quality and size of the machine, the size of the shreds, and how many sheets can be shredded at one time. When you subscribe to a mobile shred service, the cost is never ending.

With the increase in fuel surcharges you can expect to pay more for this service each year.

### DOCUMENTS ARE SHRED IMMEDIATELY

By shredding a document as soon as it needs to be destroyed, you're guaranteed that the information will never be seen by others. The longer information sits around the greater the chance it will be seen and used by someone else. Most Dahle shredders have an automatic on/off so it will take no more time then using a mobile shred bin. All you need to do is insert your documents and walk away. Your Dahle shredder will take care of the rest. The most effective ways to destroy confidential materials is by placing a shredder next to a copy/fax machine and shredding at the source.

### YOU KNOW WHO IS HANDLING YOUR DOCUMENTS

It's your responsibility to make sure that con-

### SHRED TO A LEVEL THAT BEST SUITS YOUR NEEDS

Depending on your documents, some information is more sensitive then others. By choosing a shredder with a smaller particle size, you are able to provide greater security by making it harder the retrieve the shredded information. Mobile services allow for one size which is generally a strip cut and an easier particle size to put back together (less secure).

### NO EXTRA PICKUPS DURING BUSY TIMES

The beginning of the year is often a busier time in regards to shredding. Year end files are stored, and stored files at the end of their life cycle need to be destroyed. Having your own shredder will allow you to shred all this extra material immediately and at no additional cost. Depending on the time of year, scheduling an extra pickup could be more expensive then your normal rate and require a waiting period. Depending on the type of documents, how long are you willing to let them sit around for others to see?

## THINK ABOUT THIS:

**ONE:** How much will a full year of mobile shredding cost you? This cost will increase & never go away.

**TWO:** Do you know the actual person shredding your documents and are they trustworthy?

**THREE:** The key is the same for every bin. If these documents have confidential information, how secure are they now?

**FOUR:** If the information is not shred on site, where does it go and who else gets to see it?

**FIVE:** No matter which service takes your documents, you are ultimately responsible for all the info.

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