



Secure Shredding

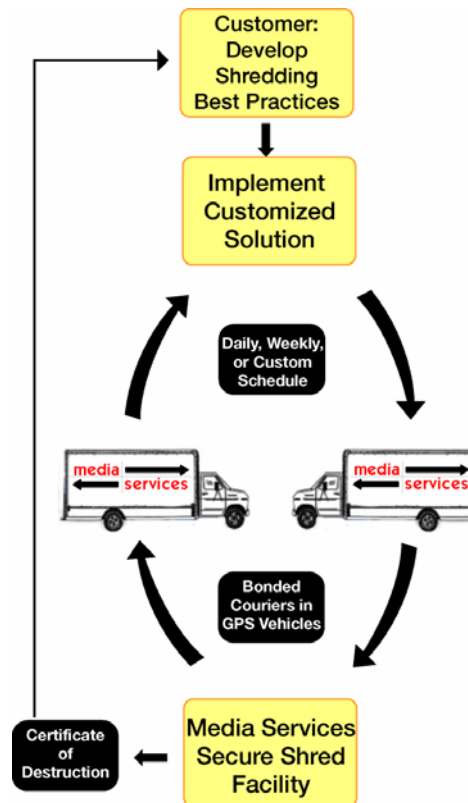
The Issues

- **Your Documents**
- **Your Information**
- **Your Customer's Privacy**

Media Formats Destroyed:

- In Addition to paper documents, Media Services has secure destruction services for the following:
- Binders, Folders
- Cartridges, Cell Phones
- CDs, Computer Disk and Tape
- Film, Transparencies
- Photographs, Videos
- X-Rays, Uniforms
- Small Electronic Equipment
- Other Sensitive Material

Overview



Benefits

Key Elements of a Quality Document Destruction Program

- Documented Destruction Methodology
- Privacy compliance - GLB/HIPAA & other federal and state regulations
- Consistent Reporting
- Certification of Destruction

Media Services Best Practices

- Daily, weekly, monthly or custom pick-up schedules
- Locked storage bins/cabinets
- Quarterly outside assessment report
- Dedicated, bonded personnel
- Enclosed dock/loading facilities
- Certificates of Destruction

Flexible Service Approach

- Pricing by the pound, bin or Gaylord
- Annual or custom purges
- Multi-year service agreements or single one-time projects