



WHY SHRED?

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Brief History

- ▶ “On site done right”
- ▶ The practice of shredding was entrenched well before the requirement to shred.



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Current Laws:

- ▶ 1999 Graham Leach Bliley
- ▶ 2001 HIPAA
- ▶ 2003 FACTA
- ▶ 2009: MD PIPA



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WHAT TO SHRED?

- ▶ 5 most common types of id theft
 1. Driver's License: Driving record & insurance
 2. Social Security Number: Taxes on those wages
 3. Medical Identity: Insurance coverage, rates – life-threatening
 4. Character/Criminal: Background checks, criminal records
 5. Financial: Bank accounts, credit cards, etc.
- ▶ Business Information
 1. Competitors
 2. Public Image

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WHEN TO SHRED?

- ▶ Follow your records retention policy
- ▶ Generally, 1 year, 3 years, 7 years, and permanently.
- ▶ Be consistent and be able to demonstrate that consistency both in type of record and timing of shredding.

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HOW TO SHRED?

1. Tear it up / Cut it up
2. Personal shredders
3. Contracting out, as advocated by NAID, our trade organization.
 - Employees don't use shredders
 - Shredding shows no record of compliance.
 - Employees should not handle some sensitive information,
 - Office shredders break down
 - Office shredders won't help with large purges
 - Office shredders can't handle some materials
4. Off-Site Vs. On-Site Or Mobile Vs. Plant-Based

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WRITING BID SPECIFICATIONS FOR SHREDDING

- ▶ Does it really need to be done on site?
- ▶ Transportation
- ▶ Access
- ▶ Quantity



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NON-PAPER STORAGE MEDIA

- ▶ NIST standard SP 800-88.
 1. Disposal
 2. Clearing
 3. Purging
 4. Destroying



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Questions?

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Thank you!

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