

Useful Tips for Keeping Your Office Organized: Document Retention & Destruction

If you notice a lack in organization and feel like you could make some beneficial changes around your workplace, consider some basic but effective tips to maintain organization. Specifically, implementing a document retention and destruction policy is the smartest decision you can make to get started:



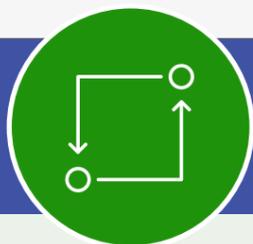
Assign a committee to manage sensitive documents

This approach is ideal over assigning a single employee to manage the process, as it limits the likelihood of unethical practices from occurring.



Be sure you know all applicable laws

Always do your research and familiarize yourself with your legal responsibilities.



Establish appropriate rules

Placing collection bins throughout your office so that documents to-be-destroyed don't get confused with other important documents, will help your staff immensely. Locked bins also prevent prying eyes from peeking at or removing files.



Train staff and communicate the policy

All of these tips are only valuable if every employee in the firm is aware of the policy, its rules and procedures.

What about the leftover paper waste?

Using an office shredder will compromise your confidentiality goals as normally it is fairly easy to reconstruct documents shred by an office-grade shredding machine. What's more; the fibers are extremely easy to access if they simply go out with the rest of the recycling. Industrial grade machines that can shred documents sufficiently require costly maintenance, operation expenses and a dedicated technician.

Working with a NAID Certified third-party document Destruction Company, provides you with the most reliable and secure solution for your business. Our highly maintained and secure shred trucks are able to destroy thousands of documents in seconds, and our employees are fully certified and undergo background checks to ensure optimal security. Give us a try in the New Year! You won't regret it.