



We do that!



Professional On-Site Document Shredding from Rogue Shred

What to shred?

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Corporate Shredding:

Accounts and Personnel are obvious departments that produce highly sensitive information that is extremely useful to competitors and bin raiders;

- Salary information
- Personal data
- Internal memos
- Financial reports
- Budget information

But there is sensitive information in other departments as well;

Production

- Production methods
- New tooling
- Product specifications
- Designs and drawings
- Material costs

Sales and Marketing

- Customer information
- Competitor information
- Market information
- New product development ideas
- Market research plans and results
- Sales forecast

And finally, don't overlook areas such as **Reception** that can provide information about visitors, the building and facilities. Even photocopiers can be a source of sensitive information through spare or wasted copies left on the glass and then disposed of in normal rubbish. Don't forget - as a company you are legally required to adequately dispose of sensitive information.

Personal Shredding:

Anything containing personal data provides information about you that bin raiders use to steal your identity. Be safe: Shred It . . .

- Bank statements
- Credit card slips
- Utility bills
- Mobile phone bills
- Purchase receipts
- Cash point receipts
- Even junk mail—anything that contains your name and address

OKAY TO SHRED:

- Paper clips
- Binder clips
- Staples
- Metal folder fasteners
- E-waste, (CD's, VHS, reel-to-reel)*
- X-Ray's *

** kept separate from paper waste and has separate price structure.*

NOT OKAY TO SHRED:

- 3-ring binders
- Garbage
- Plastic bags
- Styrofoam

Thickness of the material or publication is not an issue.

Frequently Asked Questions:



How much paper can the 65 gallon cart hold?

Seven standard banker boxes or 250 lbs. of paper.

How long does the shredding process take?

Approximately four minutes for a full 65 gallon cart.

How do I know if I am complying with privacy laws and regulations for my industry?

Our confidential destruction experts can create a program customized to your specific needs. We can provide policy and procedure templates that can be tailored to your business. As a certified member of the National Association of Information Destruction—NAID, we have access to up-to-date information regarding laws and regulations, as well as new destruction technology.

What if my business doesn't generate enough material to warrant monthly shred service?

Rogue Shred can customize an on-call service account for you and still provide secure storage options until you have enough volume to order service.

Where can I get compliance information?

HIPAA Information can be found at:

<http://www.hhs.gov/ocr/hipaa/privacy.html>

FACTA Disposal Rules—Gramm-Leach - Bliley Safeguards Rules can be found at the Federal Trade Commission Website:

<http://www.ftc.gov/opa/2005/06/disposal.htm>