

The Record Keeper

CFS. Safeguarding your future – Securing your past.

As we start the new year, most of us will find ourselves having to make decisions regarding what to do with all of our documents and records. Many questions need to be answered: Do they need to be kept and stored? Can we get rid of them? If the documents and records can be disposed of, what's the right way to do it? Do they need to be shredded or can we just recycle them.

Every business has information that requires destruction. Customer lists, price lists, sales statistics, drafts of bids and correspondence, and even memos, contain information about business activity which would interest any competitor. Every business is also entrusted with information that must be kept private. Employees and customers have the legal right to have this data protected. Without the proper safeguards, information can end up in the dumpster where it is readily, and legally, available to anybody. The trash is considered by business espionage professionals as the single most available source of competitive and private information from the average business. Any establishment that discards private and proprietary data without the benefit of destruction exposes itself to the risk of criminal and civil prosecution, as well as the costly loss of business.

All business records, even incidental business records discarded on a daily basis, should be protected. Without a program to control it, the daily trash of every business contains information that could be harmful. This information is especially useful to competitors because it contains the details of current activities. Discarded daily records include phone messages, memos, misprinted forms, drafts of bids and drafts of correspondence. All businesses suffer potential exposure due to the need to discard



Welcome to Canada FileSafe's™ first monthly newsletter —

Every month we will be providing you with information pertaining to some aspect of Records Management, ranging from the requirements for proper storage of your important documents and business records to the proper destruction of those documents and records.

Canada FileSafe™ is a professional file management company, locally owned and operated. The core of our business is the secure and confidential storage and destruction of important client business documents and records.

We're business people, just like you — as such, we've created valuable hassle-free customizable file management solutions that are guaranteed to save you time and money.

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these incidental business records. The only means of minimizing this exposure is to make sure such information is securely collected and destroyed.

In addition, internal personnel should not be responsible to destroy certain information. Common sense dictates that payroll information and materials that involve labour relations or legal affairs should not be entrusted to employees for destruction. But, beyond that, competition sensitive information is best protected from them as well. It has been established, time and again, that employees are the most likely to realize the value of certain information to competitors. And, lower wage employees often have the economic incentive to capitalize on their access to it. The only acceptable alternatives are to have the materials destroyed under the direct supervision of upper management or by a carefully selected, high security service.

The information presented in this newsletter was provided by the National Association for Information Destruction (NAID) through “The Risk Management Series” from an article on Information Disposal.

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SHRED for all the right reasons!

Shredding documents is sometimes portrayed as an inherently suspect activity. Nothing could be further from the truth.

The vast majority of organizations shred for all the right reasons:

- *To PROTECT their customers' privacy and prevent IDENTITY THEFT;*
- *To OBEY LAWS requiring shredding;*
- *To PROTECT their employees' privacy;*
- *To PROTECT their company and shareholders by safeguarding proprietary trade information*

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