

The Record Keeper

CFS. Safeguarding your future – Securing your past.

In recent years, we have all become very aware of the need to recycle and in many cases feel that recycling is an adequate means of disposing of business records.

Recycling is not an adequate alternative for information destruction. To extract the scrap value from office paper, recycling companies use unscreened, minimum wage workers, to extensively sort the paper under unsecured conditions. The acceptable paper is stored for indefinite periods of time until there is enough of a particular type to sell. The sorted paper, still intact, is then baled and sold to the highest bidder, often overseas, where it may be stored again for weeks or even months until it is finally used to make new products.

There is no fiduciary responsibility inherent in the recycling scenario. Paper is given away or sold and, by doing so, a company gives up the right to say how it is handled. There is, also, no practical means of establishing the exact date that a record is destroyed. In the event of an audit or litigation, this could be a legal necessity. And, further, if something of a private nature does surface, the selection of this unsecured process could be interpreted as negligent.

For all these reasons, the choice of recycling as a means of information destruction is undesirable from a risk management perspective. If environmental responsibility is a concern, materials may be recycled after they are destroyed or a firm can contract a service that will destroy the materials under secure conditions before recycling them. Any recycling company that minimizes the need for security has its own interests in mind and should be avoided.



SHREDDING FACTS:

IDENTITY THEFT and information-based fraud is the fastest growing crime in North America;

Our legal system has ruled that you give up ownership of information when it is casually discarded;

Because of the new laws, investigative reporters are increasingly looking to the dumpsters as a source of easy to find headlines.

Newsletter
2009-03



Canada FileSafe Inc.
1434 Ironwood St., Suite 436
Campbell River B.C. V9W 5T5
tel [250] 287 4492
fax 1866 849 1465
toll-free 1877 287 4492
www.canadafilSAFE.com

CFS. Safeguarding your future – Securing your past.

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.



Canada FileSafe Inc. uses an industrial strength shredder that meets all industry guidelines. All paper that is to be shredded is stored in our secure warehouse facility. Our facility is protected by security fencing, video security cameras, security patrols, alarms and an on-site resident manager. Once the paper is destroyed, we recycle the shredded paper so that the impact on the environment is minimized.

Newsletter
2009-03



Canada FileSafe Inc.
1434 Ironwood St., Suite 436
Campbell River B.C. V9W 5T5
tel [250] 287 4492
fax 1866 849 1465
toll-free 1877 287 4492
www.canadafilisafe.com