

## **For Immediate Release**

# **CONFIDENTIAL SHREDDING & RECYCLING, INC. REPRESENTATIVE BECOMES AUTHORIZED COMPLIANCE TOOLKIT PROVIDER**

October 23, 2008

Tallahassee, Florida – Confidential Shredding and Recycling is proud to announce that AmyLynne Aldredge is one of a limited number of information security professionals nationwide to be authorized as a distributor for a new Information Destruction Policy Compliance Toolkit. The “Toolkit,” available free-of charge, is designed to help organizations develop the written information destruction procedures now required by law. According to the National Association for Information Destruction (NAID), most organizations in the US report that they currently do not comply with this requirement and, therefore, are at risk. The Toolkit is the first and only publication to specifically address information destruction policy development with a goal of making compliance with the laws easy and understandable.

And, the timing could not be better.

The Federal Trade Commission recently reached a settlement with an Illinois-based mortgage company for discarding personal information without first destroying it, resulting in a fine of \$50,000. In the settlement, the FTC cited the absence of the required written policies and procedures as a basis for the penalty. Similarly, the Attorney General of Texas recently announced two settlements with retailers for improper disposal of personal information, also citing the failure to have written policies and procedures. In each of the settlements, the resulting fines amounted to hundreds of thousands of dollars.

According to NAID’s executive director Robert Johnson, “It is obvious that law enforcement agencies are becoming more aggressive in requiring compliance with the information destruction regulations as they continue to struggle with the growing ID Theft epidemic. Since last summer alone, there have been more fines, charges and penalties for improper disposal of personal information than there have been in the prior 10 years.”

“For some organizations, the policy on information destruction amounts to a single sentence, advising employees to destroy sensitive information properly before it is discarded,” Johnson adds. “In today’s social and business climate, that simply does not provide sufficient direction to employees who are dealing with many forms of media from any number of sources. Regulators, auditors, courts of law, the media and public sentiment are insisting on a more thorough approach to information disposal because of the potentially devastating consequences of improper disposal on people’s lives.”

Prior to authorizing a NAID Member representative to distribute the Toolkit, NAID requires that they become oriented in its use. Only individuals who have completed the orientation are permitted to distribute it.

The Toolkit contains sample policies and procedures for training, authorization and destruction for the full range of conventional media forms, including paper records, computers, magnetic tapes, optical and micro media. In addition, the Toolkit includes sample forms, templates and other resources useful in implementing the policy. And, while the Toolkit offers information destruction procedures for in-house information destruction, it also contains sample policies and procedures for selecting competent service providers.

Alan Andolsen, a highly regarded records management consultant who contributed to the Toolkit, says, “To my knowledge, this is the most thorough examination of proper information destruction available to date. It is something that can be integrated into almost any existing information management or security program or it can stand on its own.”

The NAID Information Destruction Policy Compliance Toolkit, which runs over 70 pages and includes a CD, containing electronic versions of all templates and sample forms, is available free-of-charge.

For more information on the NAID Information Destruction Policy Compliance Toolkit, contact AmyLynne Aldredge at Confidential Shredding & Recycling by telephone at (850) 562-2073 or by email at [AmyLynne@csrshredding.com](mailto:AmyLynne@csrshredding.com)

About Confidential Shredding & Recycling, Inc.

Confidential Shredding & Recycling, Inc. provides premier mobile shredding services for Tallahassee, Florida and the surrounding areas.

CSR, Inc. will destroy your confidential materials at your location on a schedule that fits your needs. Their state of the art equipment meets the standards of the National Association for Information Destruction, Inc. It is capable of shredding 4,000 pounds an hour using the pierce and tear method, making every document into small unreadable pieces.

At the end of each service, CSR, Inc. provides a Certificate of Destruction, to establish that you are complying with the new privacy requirements.

Confidential Shredding & Recycling, Inc. values our community and believes in protecting our environment. All paper materials that CSR, Inc. shreds are done so with much confidentiality and then recycled.

CSR Shredding is a proud member of the National Association for Information Destruction (NAID®). NAID® is the international trade association whose mission is to promote the information destruction industry and the standards and ethics of its member companies.

Feel free to contact CSR, Inc. for assistance in becoming compliant with FACTA, HIPAA, and GLB laws. They offer a variety of services Monday through Saturday. Call us at (850) 562-2073 for a free estimate.