

**National Association for
Information Destruction, Inc.
Certification Criteria**

Employee Hiring and Screening

- Signed confidentiality agreements with all employees.
- Initial drug screening & random test preformed.
- Drivers meet all state licensing requirements.
- Criminal background check.

Facility Security

- Facility sign-in log for non-employees.
- Unauthorized access to dedicated area prevented.
- Material is always attended/placed in secure area.
- Material is contained to the transportation vehicle to prevent business loss.
- Policy & procedure for drivers & processing employees.
- Uniforms and picture ID's required.
- Monitored alarm system in place & utilized.
- Closed circuit video for monitoring entrances & employee activity.
- Security provided to monitor building ingress & egress.
- Building dedicated only for destroying media.
- 24 hour video surveillance, with recorded video maintained for 90 days.

The Destruction Process

- Trucks have applicable government inspection for roadworthiness on file.
- Trucks have lockable/securable cabs, lockable/securable fully enclosed boxes.
- Paper destroyed to a width no larger than 5/8 inch.
- Operating procedure stating that all media is destroyed within 72 hours, exception include act of God, breakdown, or client instruction.

Insurance & Company Profile Info

- General liability insurance of \$1,000,000 maintained.
- General liability insurance umbrella of \$2,000,000 or more is maintained.
- Professional Liability Insurance maintained.
- Company is a legally registered business in the state of residence.

Mission Statement

*To Provide Professional, Confidential
Material Destruction Services
in a Secure, Cost-Effective and
Environmentally Responsible Manner.*

**DON'T LET
YOUR BUSINESS
GO OUT WITH THE TRASH!**

- Document & Material Confidential Shredding.
- Reduce Your Internal Liability.
- Save Over 50% & Eliminate the Time, Mess & Expense of In-House Destruction.
- Free Locking Containers.
- Free Estimates.
- Certificate of Destruction Issued.
- Fully Bonded & Insured.
- Weekly, Monthly or As Needed Services.

Document Destruction and Recycling Services was the first in Iowa and the fourth in the nation to be AAA certified by the National Association for Information Destruction. We've been in business since 1996 and are Iowa's largest independently owned shredding company. Document Destruction and Recycling Services is locally owned and operated, serving all of Iowa and Western Illinois.

Contact Us Today!



CEDAR RAPIDS

AAA Certified Off-Site
4250 6th St S.W.
Cedar Rapids, IA. 52404
Phone: (319) 363-0985
Fax: (319) 368-3381

QUAD CITIES

AAA Certified Off-Site
4002 Kimmel Drive
Davenport, IA. 52802
Phone: (563) 322-0370
Fax: (563) 322-6944

CENTRAL IOWA

AAA Certified Off-Site
108 5th Ave S.W.
Altoona, IA 50009
Phone: (515) 967-1603
Fax: (515) 967-1604

**TOLL FREE 1-800-798-4778
EMAIL INFO@SHRED4YOU.COM
WWW.SHRED4YOU.COM**

Printed On Recycled Paper REV 09/04

**YOUR
PRIVACY
PARTNER**

**DOCUMENT
DESTRUCTION
AND RECYCLING
SERVICES,**



NATIONALLY CERTIFIED

**EXTENSIVELY
INSURED!**

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WWW.SHRED4YOU.COM**



CONFIDENTIAL AND SECURE

The protection of confidential business information and trade secrets is vital to your Company's interests and success. We at Document Destruction and Recycling Services take this very seriously!

With either scheduled, call-in, or as needed service, your confidential material is retrieved by a fully bonded representative of Document Destruction and Recycling Services. Your material is kept confidential and secured, and shredded at Document Destruction and Recycling Services.

Reduce your liability! Fulfill your business and compliance needs! Contact us for a confidential, cost effective, and user friendly shredding program!

**DOCUMENT
DESTRUCTION
AND RECYCLING
SERVICES**



NATIONALLY CERTIFIED



Documents and More!

Document Destruction and Recycling Services will **confidentially and securely retrieve almost anything** you need destroyed! From Financial Statements, Payroll Records, Micro Fiche, Micro Film, Personnel Files, Legal Documents, Bank Statements, Canceled Checks, Confidential Correspondence... to Shoes! Call us!



Security and Destruction

Document Destruction and Recycling Services **keeps your confidential materials secure! We destroy your confidential material, guaranteed, in 72 hours.** Your staff can watch your materials being shredded if desired. Your documents "chain of custody" stays between YOU and Document Destruction and Recycling Services. We have **Fully Bonded and Insured Personnel** and the equipment to handle almost anything!



Recycling

Once we shred your materials, Document Destruction and Recycling Services provides the best recycling alternative available. As an affiliate of City Carton Recycling, we have a secure source for recycling. **We provide you with a clean and safe alternative to burying materials in our landfills.**



AAA Certified Off-Site Services

Document Destruction and Recycling Services was the first in Iowa and the fourth in the nation to be AAA certified by the National Association for Information Destruction (NAID). **Our NAID AAA certification insures you that we meet the highest standards for operations, the destruction process, insurance, security factors, and employee hiring and screening.**



Insurance: Complete Coverage!

Document Destruction and Recycling Services maintains an extensive line of insurance to protect your business and information! Our **General Liability Insurance** covers injury claims, property damages, and advertising claims. Additionally, **Professional Liability Insurance** covers claims resulting from the misuse or mishandling of your records or documents, which may lead to violations of laws and regulations, privacy right violations, and transfer of intellectual property. Any of these could be damaging to your business, but would NOT be insured without the proper professional liability policy in place. Most importantly, this policy provides indemnification for damages resulting from intentional acts of a shredding contractor's employees and coverage for negotiable instruments.



National Association for
Information Destruction, Inc.
Member



Affiliate of
**CityCarton
RECYCLING**

