



**ShredAssured, Inc.**

*"We leave nothing to read – so you leave nothing to chance!"*

2755 Vista Parkway, Suite 6 | West Palm Beach FL 33411

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# FACT SHEET

## Policies and Procedures

### Electronic Data Destruction and Recycling

(inc. PC Computers and peripherals, CDs /DVDs, optical drives and backup tapes)

Re: DoD approved Methods of Destruction - NSA/CSS Specifications

Our methods for the Secure Destruction of your confidential e-data, as well as any retired IT assets are as follows:

A ShredAssured Security Officer - uniformed, bonded and specially insured - will pick your e-data materials up without interfering with your daily operations. Your materials are then destroyed beyond recognition, reconstruction and readability in compliance with DoD standards. Our Services may be conducted at your location in one of our On-Site Data Destruction trucks, or at our Secure Warehouse, conveniently allowing you or a Compliance Officer to witness the entire process. Upon completion, you are issued A Certificate of Destruction certifying the time and date your materials were destroyed. The obliterated material is then transported to a secure recycling facility where it is recycled and re-manufactured into new products, or properly disposed of, insuring your Environmental Compliance as well.

The most recent memorandum from the Assistant Secretary of Defense regarding the subject *Destruction of DoD Computer Hard Drives Prior to Disposal* states that “while meaningful information may not be recovered from a hard drive that has been properly overwritten with qualified software, there may be situations where the nature of the information (e.g., military, law enforcement) is sensitive, and such that the preferred course of action is to destroy the hard drive in question.” Destruction of a hard drive is further defined as “the process of physically damaging a medium so that it is not usable in a computer and so that no known exploitation method can retrieve data from it.” Sensitive Information is defined as “any information the loss, misuse, or unauthorized access to, or modification of, could adversely affect the national interest or the conduct of Federal programs, or the privacy to which individuals are entitled under Section 552a of Title 5, United States Code (The Privacy Act), but which has not been specifically authorized under criteria established by Executive Order or an Act of Congress to be kept secret in the interest of national defense or foreign policy. This includes information in routine DoD payroll, finance, logistics, and personnel management systems. (Certain information that the disclosure of which would constitute an unwarranted invasion of personal privacy is exempt from mandatory disclosure under the Freedom of Information Act of 1974.)”

***“Rest Assured With ShredAssured – Protecting Your Privacy Is Our #1 Priority”***

**ShredAssured** provides Confidential Data Destruction and Paper Shredding Services to clients throughout South Florida. Contact us for Prompt, Professional Service in the following Counties: St. Lucie, Martin, Palm Beach, Broward, Miami-Dade, Monroe, Collier, Lee, Hendry, Charlotte and Glades.



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The DoD approved Method of Hard Drive Destruction that ShredAssured uses is a *Physical Destruction Procedure*. The memorandum states, "Hard drives should be destroyed when they are retired, defective or cannot be economically repaired or sanitized for reuse. Acceptable Physical Destruction Procedures must be accomplished to an extent that precludes any possible further use of the hard drive. The following is an acceptable means for destruction of hard disk storage media: *Physical destruction/impairment beyond reasonable use*. First, remove the hard drive from the chassis or cabinet. Next, remove any steel shielding materials or mounting brackets and cut any electrical connection to the hard drive unit. In a suitable facility with individuals wearing appropriate safety equipment, subject the hard drive to physical force that will disfigure, bend, mangle, or otherwise mutilate the hard drive so that it cannot be re-inserted into a functioning computer. Sufficient force should be used directly on top of the hard drive unit to cause shock/damage to the internal disk surfaces. In addition, any connectors that interface into the computer must be mangled, bent, or otherwise damaged to the point that the hard drive could not be re-connected." ShredAssured meets and exceeds these standards by using high speed cutting blades that not only electrocutes, but literally cuts the hard drives, their internal disks, along with their electrical connectors in half.

The DoD approved Physical Destruction Procedure we employ for destroying other forms of Electronic Media such as CDs/DVDs, optical drives and backup tapes is *Mechanical Disintegration*. Disintegration is the mechanical destruction of bulk items. Our Disintegrator has rotating knives that continually cut items smaller and smaller until they are unrecognizable and unreconstructable. The resulting particulate is forced through a 3/32" Screen, which is DoD approved for the destruction of Paper, Tape and Optical Media (CDs/DVDs). Furthermore, our Disintegrator has been evaluated by the NSA with its 3/32" Screen, and it also meets the requirements of NSA/CSS Specification 02-02, High Security Disintegrators and NSA/CSS 04-02, Optical Media Destruction Devices.

ShredAssured has many choices available for secure and confidential data destruction and will work with you to customize a Secure Destruction Service to meet your needs. Under the same roof, we also provide Secure Paper Shredding Services, offering different container options for your work place with scheduled pick-ups as often as you require. For organizations with multiple locations, we'll help you to implement a comprehensive and uniform data shredding program, insuring total compliance with all State and Federal Regulations. ShredAssured gives you the highest quality service you should demand, the peace of mind you should expect, all for a price you can afford.

ShredAssured manages end of life IT Assets for Fortune 100 Companies, Computer OEM Companies, Financial Service Companies, Healthcare Providers, Medical Institutions, Educational Facilities, Retailers, and performs secure data destruction for branches of the Government. References are available upon request. We are locally owned and professionally operated, insuring prompt service and unparalleled attention to detail.

ShredAssured was founded with the mission to be the premier data destruction service in South Florida. We are a proud and active member of the National Association of Information Destruction (NAID). NAID is the international trade association for companies providing information destruction services and works with the Federal Government in setting the national standards for data destruction.

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