

Why start a shred-all policy?

Shredding all your paper documents reduces risk and improves compliance. Many companies are turning to a “shred-all” policy in order to strengthen their information privacy and confidentiality policies and processes around the disposal of paper documents. No matter what their content they’re shredded instead of thrown in trash cans. There are plenty of reasons to put this policy to work at your company.



The primary reason companies are instituting a shred-all policy that includes recycling is that it simplifies document disposal for everyone at the workplace. By creating and maintaining a shred-all policy, it takes decisions out of employees’ hands as to whether or not documents contain confidential information.



A “shred-all” policy increases your company’s ability to stay in compliance with the various federal regulations that are in force. Federal and state privacy regulations carry steep penalties and fines for non-compliance.



- Sarbanes-Oxley Act
- Health Insurance Portability and Accountability Act (HIPAA)
- Identity Theft Penalty Enhancement Act
- Personal Information Protection and Electronic Documents Act (PIPEDA)

When documents are destroyed and then recycled, they can be used again for paper products to save on valuable natural resources. Using a professional shredding service that provides you with a certificate of destruction and recycles all documents after they’re shredded ensures there aren’t any gaps in security in the process.

- A shred-all policy requires management approval and buy-in, along with communication to all your employees and contract personnel.
- The process you put in place must be enforceable.
- The new procedures involved in shredding all documents will take some adjustments and getting used to, so it may be best to start this as a “work in progress”.
- Part of that adjustment process involves educating your employees so that they understand why their document-disposal behavior is critical and they feel personal accountability for the new process.

- How and where will you situate secure shredding consoles versus food trash cans in your workplace?
- Should each employee have a confidential desk container and food trash can?
- Do you also want a console to be located by each printer and fax machine?
- Who in your company will monitor the shred-all process at each office, checking all copiers and printers for stray documents before the office closes and ensuring that employees have emptied their confidential desk containers?



R3 will help your company create a “shred-all” policy that fits both economically and the physical layout of your specific office needs.