



WHY & WHAT TO SHRED

Shredding receptacles have been placed at HEB in the following departments :



Bookkeeping / Cash Control
Pharmacy
Receiving
Administration



Many state and federal statutes are in place protecting consumer and employee information. Some of these laws include **FACTA, Sarbanes-Oxley, Gramm-Leach Bliley, The Privacy Act of 1974 and HIPAA**

Why Shred ?

- **Laws** The federal government can fine up to \$2,500 for each violation.
- **Recycle** For every 1 ton of paper recycled:
 - 7000 gallons of water are saved
 - Between 17 and 31 trees are saved
 - 4000 KWh of electricity is saved
 - 60 pounds of air borne pollutants are not expelled
- **Prevent Identity Theft** An estimated \$100 billion a year is lost to information thieves

What to Shred ?

- Strategic Reports
- Personnel Records
- Credit Reports
- Medical Records
- Tax Records
- Bank Statements
- Product Data
- Business Proposals
- Financial Reports
- Customer Lists
- Business Plans
- Payroll Information
- Supplier Information
- Internal Reports
- Activity Sheets
- Research and Development Files
- Budgets
- Audit Working Papers
- Credit Card Receipts
- Legal Files
- Pricing Information
- Invoices
- Quotations
- Computer Discs
- Coupons
- Legal Contracts
- Manuals
- Training Information
- Health and Safety Issues
- Performance Appraisals
- Applications
- Disciplinary Reports
- Social Security Numbers
- Signatures
- Passwords
- PIN's
- Birthdates
- Checks
- Account Numbers
- E-mail Addresses
- Badges
- Junk Mail
- Phone Numbers
- Carbon Copies
- ATM receipts
- Itineraries
- Utility Bills
- Wire Transactions
- Expired Documents