www.infoshred.com

protect your business intelligence

infoshred® LLC

Your key to secure information management.

History of the Company

Infoshred began in 1993 as a division of Recyclers LLC, a South Windsor, CT recycling business. Its creation was the result of strong client demand for secure and separate document destruction and recycling services. It was no longer considered appropriate to throw documents in the trash or ship them to a recycling facility undestroyed.

In 1997 Infoshred was purchased by its first employee, Stacey DiPiazza, and organized as Infoshred LLC, a State of Connecticut certified Minority/Woman-Owned Business. The company is a Charter Member of the National Association for Information Destruction (NAID), was an early adopter of the NAID Certification Program, and maintains AAA Certification for Mobile and Plant-based Document Destruction Services.

Infoshred has emerged from its humble, 2-person, 1-truck, shared-space beginnings to an exclusive, high-security facility housing efficient, state-of-the-art, and fully-integrated conveying, shredding and baling equipment. We continued with our expansion of services in 2003 with the addition of our secure archive center. The 12,000 square foot facility adjacent to our shredding plant has the capacity to store 100,000 boxes as well as 1,000 square feet of climate controlled vault storage. We maintain a consistant, high-level of security in both our storage and destruction businesses, including closed-circuit video, monitored alarm systems and access controls.

Our success can be directly attributed to our commitment to building the most unique and innovative information management company by providing the highest level of security and service to our clients across Southern New England.

Infoshred® **was established to provide secure destruction of valuable business information. We stress security and service when handling our customers' information.**

STORAGE CONTAINER SIZES

Size	Height	Width	Depth
90 gallon	46.5"	28"	30.5"
65 gallon	42.2"	26"	26.8"
Console	40"	20"	21"

[Insertion slot – 12" x 1"]

With Infoshred, you get:

Security. It's our first priority whether documents are shredded at a customer's site or at our secured facility.

Convenience. Keep your sensitive data out of the trash. We will provide locking security containers to safely store documents.

Environmental responsibility. Your shredded documents are repulped and reprocessed into recycled goods.

Affordable cost. Utilizing a shredding service is only pennies per pound. Your company avoids the responsibility, expense and clutter of buying, maintaining, and operating your own shredding equipment.

Peace of mind. With Infoshred, sensitive data will be destroyed in an efficient and timely manner. Upon completion of our service a Certificate of Destruction is issued.

Infoshred services:

Plant-based Service. Your documents are returned to our facility and shredded through our 125 horsepower industrial shredder.

Mobile Service. Infoshred will come to your location and destroy your sensitive documents with our mobile unit.

Witness Destruction. Customers are welcome to accompany their material to our facility and view its destruction.

Disintegration. Our disintegrator can destroy your microfilm, microfiche, pill bottles and ID cards by grinding these materials into dust.

Media Destruction. Infoshred destroys all types of media, including hard drives, VHS tapes, audio cassettes, CD ROMs, floppy disks, computer tapes and x-rays.

Excess or Reject Inventory. We can protect your company from possible theft by destroying inventory that is overstocked, damaged or outdated.

Our primary processing unit is our state of the art Magnum Series AMS-12500 Shredding System.

Guaranteed **Security**

- Employees sign a confidentiality agreement, pass a drug screen, and have third party background and credit checks.
- Employees wear uniforms and picture ID badges.
- Infoshred is AAA NAID (National Association for Information Destruction) Certified.
- Infoshred issues a Certificate of Destruction for all material processed.
- Our facility is dedicated to information destruction only. All of the material that enters our plant is destroyed.
- Prior to entering our facility non-employees must sign in, have their identity verified and sign a confidentiality agreement. Visitors are accompanied by an authorized Infoshred employee at all times.
- Plant-based destruction is completed within 24 hours.
- Infoshred trucks lock automatically and all containers are locked during transportation.
- Infoshred trucks are equipped with a GPS tracking system.
- Infoshred's processing plant is equipped with a monitored Sonitrol alarm system. Our facility is also monitored using closed circuit video equipment. A 90-day video history is kept on record at Infoshred.
- Infoshred's facility is equipped with an access control system.
- Infoshred holds insurance coverage for professional liability, employee dishonesty and general liability.
- Infoshred complies with all requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and will work to assist customers in compliance with any future proposed regulations.

Call us at
888-800-1552
or visit us online
www.infoshred.com

Stacey DiPiazza,
our owner, will be glad to give you a tour of our facility along with the head of her security team, Rocky.

Why NAID Certification is important

The National Association for Information Destruction (NAID)

NAID is a non-profit association formed in 1993 with the sole purpose of educating business and government on the need for the destruction of discarded information. NAID's membership is comprised of hundreds of companies worldwide and has grown to become the recognized authority on secure information destruction.

As a NAID Certified Information Destruction Contractor, we are committed to the highest standards in the industry.

It is easy to make claims and promises when no one is examining your business. As a NAID Certified Contractor Infoshred has gone beyond claims and promises by submitting to a close examination of every aspect of our security.

While NAID sets the criteria for certification, an impartial, independent security professional conducts the actual audit. Infoshred has attained the highest level of certification, AAA, by submitting for critical review our policy and procedure manuals, employment records, promotional materials, logs and paperwork to verify that they meet the certification requirements. Facility security, monitoring systems, destruction equipment and access control systems must also stand up to the auditor's inspection. To maintain our AAA Certification, Infoshred is audited annually.

NAID asks the RIGHT questions and verifies the RELEVANT facts

- What is the quality of the physical security at the destruction facility?
- Does the vendor have the proper insurance?
- Are employees screened?
- Do advertised claims match what is practiced?
- Are there written policies and procedures… and are they followed?
- Are materials destroyed in an appropriate timeframe?
- Does the destruction equipment reduce the material to an acceptable particle size?

Our Compliance to NAID Standards and Your Compliance to the Laws and Regulations

The growing number of laws and regulations requiring information protection emphasize the responsibility to make careful decisions about how information is handled and who handles it. By selecting a NAID Certified Contractor, you demonstrate that you have made your choice about information protection with care, diligence and respect for the law.

infoshred® LLC

Destruction and Recycling Services
Records Storage and Management

**Don't Regret It...
Shred It.**

For a free evaluation of your needs call toll free 888-800-1552.

infoshred® LLC

2 secure facilities under 1 roof

Records Storage Services

Document Storage
A secure alternative for storing and managing business records, healthcare records, and valuable hard copy paper materials.

Vault Storage
A climate controlled environment for back up media, microfilm, and microfiche.

Retrieval & Delivery
Our professional staff provides customers with on-call access to their materials.

Tracking
Infoshred uses the latest bar code technologies to identify the location and track the activity history of all containers.

Retention Schedules
Infoshred manages customer determined retention plans.

Private Viewing Room
Convenient access to your files.

Additional Storage Services
- Custom Data Entry Schemes
- Storage Containers
- Reporting
- Faxing & Duplication

Our Archive System

Initial Pick Ups
All containers require a unique bar code. Bar code labels are supplied by Infoshred and must be attached to the front of each container. The bar code numbers are customer specific and allow Infoshred to track and maintain the location of your container through the entire transportation process. Prior to the loading of the containers into the Infoshred truck all container bar codes are scanned with our PDT3100 data wand. This allows Infoshred to verify both the bar code identifier as well as the total number of containers for pick up. Additionally Infoshred will print a receipt summarizing both the bar code numbers and total number of containers.

Archive Center Procedures
Upon arrival at Infoshred's secure archive center, the Infoshred driver will unload his vehicle and place all containers into an incoming holding area. To verify their arrival the containers are scanned into this area using the PDT 3100 and the location and bar code number are down loaded into our RSSQL database. The record center operations team then data enters any relevant fields including alternate container identification and destruction date. Additional data entry fields will be keyed at the customer's request. After all data entry is completed the containers will be placed on the storage center racking system and scanned using the PDT 3100 into the rack location. This information is down loaded into RSSQL and the containers are maintained in that location until the customer requests them.

Retrievals and Deliveries
As our standard service, Infoshred offers next day delivery for all retrievals called in by 3:00PM. Container ID Number and/or Alternate ID Number must be provided for all retrieval requests. Customers can also request files for retrieval by supplying the Container ID Number and file description. Items are removed from their locations and scanned into an out-going holding area. The Infoshred delivery personnel verifies the items to be delivered using the PDT3100. The items are transported to your facility, scanned as delivered and a receipt is printed as proof of delivery. These steps ensure that the items requested are the items delivered.

Records Storage Security

Transportation

- All materials are transported by Infoshred personnel in a secured truck.
- Infoshred vehicles are equipped with a GPS vehicle tracking system.

Facility

- Infoshred occupies a 25,000 square foot facility in South Windsor, CT. The facility is partitioned into two unique business units. A 13,000 square foot information destruction facility and a 12,000 square foot archive center.
- The two facilities are separated by a 2 hour rated firewall and are only accessed by locked, alarmed internal entry points.

Security System

- Infoshred's building is equipped with a monitored Sonitrol alarm system.
- Infoshred uses both microphones and motion detectors to monitor our facility.
- Infoshred is equipped with closed circuit video equipment, and all entry points are secured with an access control system.
- All employees sign a confidentiality agreement, pass a drug screen and have third party background and credit checks.
- All visitors must be accompanied by an Infoshred employee at all times, and identification must be verified before they are permitted in either the archive center or the shredding plant.

Fire Suppression

- Infoshred has a Sonitrol monitored fire suppression system that meets all NFPA requirements for high density record storage.

RSSQL Record Center Management Tool

Infoshred has invested in RSSQL by O'Neil Software Inc. RSSQL allows Infoshred to track a container or any other item in our archive center, to the shelf, from the shelf, to the delivery vehicle, to the customer site and back again.

Every step of the way Infoshred knows the date and the time each action occurs. We even have the ability to determine who completed the work. RSSQL allows Infoshred to share all relevant reports with our customers.

These reports include but are not limited to: all containers currently out; all containers scheduled for destruction; containers added; containers retrieved; containers refiled; containers permanently removed; and containers destroyed. RSSQL allows Infoshred to maintain the integrity of your information through every step of the storage process.

O'Neil Strategic Partner

infoshred® LLC
Destruction and Recycling Services
Records Storage and Management

P.O. Box 770, South Windsor, CT 06074

888-800-1552 • www.infoshred.com