



## To Shred or Not To Shred

...is really not the question, shredding is the answer!

Identity theft is a very real problem facing everyone today. According to the Washington State Attorney General's office, "Dumpster diving", or rifling through trash cans for personal information, is a common tactic used by identity thieves. You are taking a terrible risk if you don't shred sensitive material."

At ExtendedOffice, we shred just about anything on which a name, address or account information is printed. Our dilemma is not deciding *what* to shred, it was actually *doing* the shredding! There are multiple shredding options available based on your needs:

	Small	Medium	Large
Overview	<ul style="list-style-type: none"> <li>Purchase a shredder - preferably one that "cross-cuts" (slices in two directions)</li> <li>If time is not an issue, the only cost is the price of the shredder</li> </ul>	<ul style="list-style-type: none"> <li>Shred-It and OfficeMax have formed a Strategic Partnership for document destruction.</li> <li>Visit an OfficeMax ImPress® service counter for shredding drop off</li> </ul>	<ul style="list-style-type: none"> <li>Commercial shredding company service</li> </ul>
Quantity	<ul style="list-style-type: none"> <li>12 to 15 sheets of paper at a time</li> </ul>	<ul style="list-style-type: none"> <li>By the box</li> </ul>	<ul style="list-style-type: none"> <li>High volume</li> </ul>
More information	<ul style="list-style-type: none"> <li><a href="#">About.com</a> - what to consider when purchasing a personal shredder</li> <li><a href="#">About.com</a> article about higher capacity shredders</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Shred-it</a></li> <li><a href="#">OfficeMax locations</a></li> </ul>	<ul style="list-style-type: none"> <li>There are several commercial shredding companies in the area</li> <li>Google search "commercial shredding" + Minneapolis to generate a list</li> </ul>
Cost	Varies – the more features a shredder has, the more it will cost	\$1.99 per vertical inch of storage container	Varies - designed for large offices; can be too costly for small offices

[Click here](#) for another great article on shredding options.

At ExtendedOffice, I have a cross-cut shredder in my home office, but found that I tend to let my shredding pile up and I rarely take the time to sit and "feed the shredder". The shredder can only handle a small amount of work, then over heats and I am done for the day.

I was ecstatic to learn about the OfficeMax and Shred-It strategic partnership. I fill a storage box throughout the month and then drop it off at OfficeMax – last month I spent roughly \$15 on a 7.5 inch tall box; I was in and out in less than 10 minutes – I think that's a pretty good use of my time and money!

The State of Washington Attorney General's office has a great article that details the types of documents that should be shredded: <http://www.atg.wa.gov/page.aspx?id=13148>

~~~~~  
[Click here](#) to review the entire list of ExtendedOffice tips!

**ExtendedOffice is celebrating 7 years in business!** We assist professional associations, foundations and individuals with "back office" operations support. Visit us online at [www.extendedoffice.com](http://www.extendedoffice.com) for more information.

**ExtendedOffice** has additional capacity to manage "back office" operations for professional associations and/or foundations. If you know a group that would benefit from our services, let's discuss referral opportunities!

Find us on: [LinkedIn](#) / [Facebook](#)