

## **DEFINITION OF DOCUMENTS**

The below types of documents are defined as sensitive and should be disposed of by data destruction/shredding ONLY:

Amended financial plans (wills, estate planning etc.)  
Any document with a social security number  
ATM receipts  
Background checks  
Banking statements  
Bids  
Blank official certificates or forms  
Blueprints  
Call lists  
Cancelled checks  
Classroom lists  
Commission reports  
Company uniforms  
Contracts  
Contribution receipts  
Copies of marriage licenses, birth records, death records etc.  
Copyright and patent correspondence  
Counter checks  
Credit card “counter checks”  
Credit card applications (especially pre-approved offers)  
Credit card receipts  
Credit card statements  
Customer records  
Customer service matters  
Daytimers, calendars, appointment books etc.  
Dental impressions  
Documents marked “Company Confidential” track, collect and shred.  
Drafts  
Drug screening reports  
Emergency numbers  
Employee records  
Employment records  
Expense reports  
Expired directories (neighborhood, company, church, etc.)  
Expired marketing collateral  
Expired marketing promos (cups, hats etc)  
Expired passports  
Expired rubber stamps  
Expired special offers (coupons, discounts, calling cards etc.)  
Expired Travelers Checks receipts

Financial reports  
Green-bar printouts  
Hotel receipts  
Human resource records  
Incorrect marketing collateral  
Internal memos  
Invoices  
Junk mail  
Kid's homework  
Letters, and their envelopes  
Luggage tags  
Magnetic media (diskettes, disk drives, tapes)  
Mailing labels  
Mailing lists  
Manuscript drafts  
Market analyses  
Market reports  
Medical records  
Medical records  
Microfiche  
MVRs (motor vehicle reports)  
Name badges and official IDs  
Notes from meetings (legal, accounting etc.)  
Old business cards  
Old check registers  
Old checks  
Old deposit slips  
Old letterhead and envelopes  
Old tax records  
Purchase Orders  
R&D reports  
Records regarding litigation  
Rental agreements and leases  
Rental receipts (cars, equipment etc.)  
Research Reports  
Résumés  
Ribbon-cut shredded documents  
Route Reports  
Sales reports  
Service Orders  
Signatures, on any document  
Speeding and parking tickets  
Tax returns  
Telephone messages  
Teller trash and other banking records  
Timesheets

Toll receipts  
Travel office itineraries  
Travel receipts (bus, train, air etc.)  
UPS, FedEx etc. boxes (especially home delivered)  
Utility records (bills, audits, readings etc.)  
Voided checks  
Warrantee registration