



# Document Destruction



Document Management Solutions can provide the means to manage your sensitive information at a time when it is most vulnerable – when it has to leave your premises or our storage facility at the end of its useful life to be destroyed.

Under the National Privacy Act of 2002, an organisation “..must take reasonable steps to protect the personal information it holds from misuse and loss..” and “..must take reasonable steps to destroy or permanently de-identify personal information if it is no longer needed..”

Document Management Solutions makes it easy for your organisation to comply with this legislation and keep sensitive information safe, by providing an answer to destruction security at your office and when items leave our storage at the end of their lives.



### At your office:

For managing the disposal of paper records in your office, DMS provides 240 litre ‘wheelie’ bins with a slot in the top for easy paper insertion and a secure lockable lid.

A truly **secure** service... Here are some of the practices we use to ensure the continuity of the security of our service:

- We keep the bins in our custody and control at all times.
- We physically remove the bins from your office to our vehicle to change them over – we won't ask you to leave them outside for collection.
- We use fully enclosed, lockable vehicles to transport the bins and any subsequent bulk waste.
- Documents are securely destroyed and the waste made available for re-cycling.

We have collection schedules to suit you, including extra ‘on demand’ pickups if required.

### From our facility:

When stored records reach the end of their life, you want to get them destroyed as quickly as possible so you don't keep paying unnecessary storage. In addition to this, you need to know that they are destroyed in a secure manner. DMS does this by:

- Helping you set up retention schedules and recording destruction dates when the records first enter our facility.
- Using our system to notify us when the records are to be destroyed. We can then contact you and arrange for them to be destroyed
- Securely destroying expired records and making the waste available for re-cycling.

We can provide certificates of destruction on request for all of your material that we destroy.

**Call us today** to discuss your destruction needs.