



**Homestead**  
SECURE RECORDS

## Your Document **SHREDDING SOLUTION**

*Homestead Secure Records provides you with a complete document management solution from storage and scanning to shredding and recycling.*



We offer a range of services and consoles to assist with secure document shredding and destruction.

Feel confident our state-of-the-art security will maintain confidentiality of all your documents. Our plant-based shredder can destroy your documents easily and efficiently. We also provide destruction services for many types of office media such as hard drives, memory sticks, tapes and CD/DVDs.

### **SHREDDING SERVICES**

*Our document destruction services include:*

- **SCHEDULED ROTATION SERVICES:** You set the schedule and our security service representative collects and transports your secure documents directly to our plant-based facility for shredding and recycling.
- **ONE-TIME PURGE:** On-call service when you need one-time document destruction. We can shred and recycle any quantity of paper and office media.
- **DROP OFF:** Materials can be shredded and recycled directly from your boxes. Stop by our office Monday through Friday from 9am to 4pm to drop off your materials for shredding.



# Shredding Solutions For:

Engineering Firms - Insurance Companies - Hotels  
Law Firms - Medical Offices - Financial Institutions  
Restaurants/Casinos - Title/Mortgage Companies

**NO NEED TO REMOVE STAPLES,  
PAPER CLIPS OR OTHER ATTACH-  
MENTS. WE SERVICE BUSINESS  
AND RESIDENTIAL CUSTOMERS.**

## BENEFITS

### 1 COST SAVINGS

Reduces time, internal manpower, and expense of costly machine purchase and maintenance required for internal document shredding.

### 2 REDUCED RISK

Limits security breaches due to personnel access.

### 3 CERTIFICATE OF DESTRUCTION

Upon completion of your shredding project, you'll be issued a Certificate of Destruction documenting the destruction of your records.

### 4 SPACE MANAGEMENT

Ensures your documents are shredded properly and regularly so they don't accumulate, creating space shortage and security risks.

### 5 COMPLIANCE

Destruction of personal information keeps a company compliant with state and federal regulations related to the security of confidential information.

## CONSOLES

*We offer free use of our secure, locked consoles with our shredding services. Select from one of two sizes to facilitate discrete, secure and convenient collection of confidential records on your schedule.*



### HIGH VOLUME CONTAINER

- 65-gallon / 250lb capacity: 28"d x 25"w x 43"h
- Top-loading, durable plastic containers for high paper volume
- Security slot to ensure paper cannot be retrieved from inside
- Wheeled for easy maneuvering
- "Lock-jaw" keyed security system

### LARGE CONSOLE

- 60lb capacity: 16"d x 21.5"w x 36"h
- Top-loading, durable plastic container
- "Lock-jaw" keyed security system
- One-way feed slot design, ensuring paper cannot be retrieved

## SECURITY

*Confidential HIPAA, FACTA and NAID compliant document destruction:*

- Authorized staff and escorted personnel are the only individuals given access to the record center
- Our employees must pass pre-employment background checks
- Documents are transported to our document facility in a secured, locked vehicle
- Access controlled facility
- Video surveillance of shredding process



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