

## Compare on-site document destruction with off-site document destruction

	Off-site document destruction	On-Site Document Destruction
How long between the documents leaving your office and being shredded?	? - Potentially months. Often documents are baled before being destroyed and sent overseas for shredding.	Approximately 5 minutes
For total 'peace of mind' can you or a member of your staff witness your important documents being shredded?	No	Yes - you can simply walk to the mobile shredding truck or request a C.C.T.V. camera recording of your documents being shredded
How many times is the rear of the truck, containing your documents opened before the truck returns to base?	Every time the truck stops for a collection, the rear of the truck is opened twice; to remove an empty bin and to insert the collected bin.	Never - The rear of the truck is only opened at the recycling facility and only to release the shredded paper for recycling.
Who collects your documents and feeds them into the shredding machine?	?	Your security checked customer service representative.
Is it possible to stockpile un-shredded confidential documents so they can be shredded later in a run?	Yes	No - All documents must be shredded on the spot, so they simply cannot be stockpiled.
How many people have access to your confidential documents whilst they are still in a readable form?	?	None - The documents are shredded in the mobile shredding truck on your premises before being taken away for recycling.
To increase the value of the paper for recycling, are the documents sorted prior to shredding?	Yes	No - The documents are not physically touched by any person once they are deposited in your locked document bin.
Do you staff need to spend time removing paper clips, bull dog clips, binders etc before they can be put in the shredding bin?	Yes	No