

Document Shredding

What should I shred

What documents should I shred?

In short, destroy all sensitive information including junk mail and paperwork that includes:

- Account numbers
- Birth dates
- Passwords and PINs
- Signatures
- Social Security numbers

To protect your privacy, you should also consider [shredding](#) items that include:

- Names
 - Addresses
 - Phone numbers
 - E-mail addresses
-

Below is a list of specific items to consider shredding for your safety and privacy:

- Address labels from junk mail and magazines
- ATM receipts
- Bank statements
- Birth certificate copies
- Canceled and voided checks
- Credit and charge card bills, carbon copies, summaries and receipts
- Credit reports and histories
- Employee pay stubs
- Employment records
- Expired credit and identification cards including driver's licenses, college IDs, military IDs, employee badges, medical insurance cards, etc. (If your shredder can't handle plastic, cut up cards with a scissors before discarding them.)
- Expired passports and visas
- Legal documents
- Insurance documents
- Investment, stock and property transactions
- Luggage tags
- Medical and dental records
- Papers with a Social Security number
- Pre-approved credit card applications
- Receipts with checking account numbers
- Report cards
- Resumés or curriculum vitae
- Signatures (such as those found on leases, contracts, letters)

Document Shredding

- Tax forms
 - Transcripts
 - Travel itineraries
 - Used airline tickets
 - Utility bills (telephone, gas, electric, water, cable TV, Internet)
-



Unique solution ID: #1054
Author: Your Name
Last update: 2014-08-12 02:42