

DON'T LET PAPER BEAT YOU

Letting paper pile up wastes space and poses a serious security risk. But these REAL methods some businesses employ to store or destroy files are inefficient at best - and downright dangerous at worst.



THE UGLY TRUTH

How Some Small Businesses Store Paper

DANGEROUS DESTRUCTION

I love the smell of burning W4's on a crisp fall day.

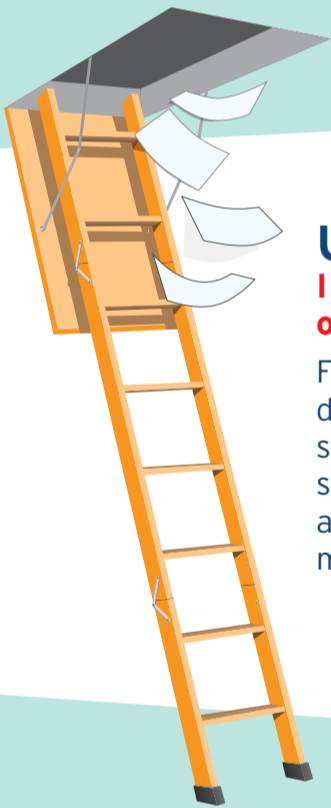
Too much paper can be a fire hazard, but that doesn't mean it's okay to burn files in a barrel. Businesses have even been known to use vital documents as a fuel source in furnaces and stoves. It's not only dangerous, it could be illegal.



UNSTABLE ON-SITE STORAGE

I think something's been eating our old credit applications.

Files don't have to be on-site to be on-hand. But that doesn't stop some companies from using shoeboxes, steamer trunks, plastic bags and other less than safe-and-secure storage devices. Some put files in attics and basements, leaving them susceptible to moisture, fires and even vermin.



AWFUL OFF-SITE STORAGE

...and the employee files go next to the lawn darts.

Storing files off-site is smart, except when that site is way off. Companies store sensitive records in barns, sheds, self storage spaces and even their employees' garages and basements.



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BEAT PAPER**



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