



How you DESTROY documents is just as important as how you SAVE them.



Contact Us

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100% RECYCLED PAPER

FilePro's secure on-site document shredding protects you and your customers.





The recycled material from one console alone will save over 25 trees a year. Not only is shredding good business sense but it is good "GREEN SENSE."



Why Shred? It's the Law.

Your documents need protection, now more than ever. Identity thieves threaten sensitive information from financial documents, to protected health information, to customer contacts and data. Here's the bad news:

- The FBI estimates that ID theft costs businesses and consumers over \$55 billion annually.

Governments and regulators around the world continue to develop legislation to help protect individuals and businesses. But prevention is the best solution. FilePro's secure document destruction program was developed specifically to deal with regulatory privacy and confidentiality requirements. Compliance with these privacy policies isn't just good business practice; **it's now the law.** Protect yourself, protect your customers, and protect your company's future. You can trust FilePro to be your trusted document destruction partner.

Document Destruction Services for the Medical Profession

Doctors and Hospitals must strictly comply with the Health Insurance Portability and Accountability Act, commonly known as HIPAA. You must comply with the HIPAA provisions for safeguarding of patient files, as well as their disposal by shredding. FilePro has helped numerous doctors and hospitals come into compliance with HIPAA

Secure On-site Shredding is Your Solution

FilePro's Document Shredding programs are a cost-efficient and secure solution. We can shred your documents at your place of business while you watch, or we can safely transport your sensitive materials to our secure shredding facilities.

Depending on your volume, you can choose to have a secure executive container or a large wheeled container delivered to your office. FilePro picks up the documents to be shredded based on the frequency and schedule you select. We shred your documents and sensitive materials, including CDs and diskettes, by a pierce-and-tear method to meet the highest security standards. Your FilePro service professional will give you a "Certificate of Destruction" once the shredding is complete. We recycle the shredded material, helping to keep the environment free of waste.

What Should You Shred?

- Account records and ledgers
- Activity sheets
- Advertising
- Applications
- Appraisals
- Bank statements
- Bids and quotes
- Budgets
- Business plans
- Canceled checks
- Client lists
- Contact lists
- Corporate tax records
- Correspondence
- Customer records
- Disciplinary reports and promotions
- Educational reports
- Expense reports
- Financial statements
- Forecasts
- Formulas, product plans and tests
- General service information
- Health and safety reports
- Internal reports
- Legal Documents
- Lottery tickets
- Magnetic media
- Maps and blueprints
- Marketing plans
- Medical records
- Microfilm and microfiche
- New product information
- Payroll documents
- Performance appraisals
- Personnel files
- Plastic credit and ID cards
- Research and development reports
- Sales forecasts
- Specification drawings
- Strategic reports
- Strategies
- Supplier purchase orders
- Supplier reports
- Supplier specifications
- Test scores and class rosters
- Training information
- Treatment programs



You Can Trust FilePro . . . Your Document Specialist.

FilePro's management has decades of experience in the document management business. Since 1941, when the parent company started with the simple storage of paper documents, FilePro has earned its reputation as a trusted partner for many of the area's companies. FilePro's services include:

- Boxed Records Storage
- Medical Records Storage
- Climate-controlled Media Storage
- Fast Document/Information Retrieval
- 24/7 Availability
- Scan-On-Demand
- Imaging (paper to CD-ROM or other digital filing methods)
- Management of your information on line
- Secure destruction of confidential material




Environmental Responsibility


With the growing concern over environmental issues, at FilePro we understand the importance of recycling. Our services actually have a positive impact on the environment. All of the documents that we shred for our clients are recycled and used to produce hundreds of different products produced from paper.

The recycled material from one console alone will save over 25 trees a year. Not only is shredding good business sense but it is good "green sense."



Memberships and Affiliations

 **PRISM** International (Professional Records & Information Services Management) is the not-for-profit trade association for companies that provide their clients with protection, access, retention, storage and disposal of their vital information.

 **NAID**® International Trade Association for companies providing information destruction services. NAID's mission is to promote the information destruction industry and the standards and ethics of its member companies.



Free Security Analysis

Call Us Today For A FREE No-Obligation Security Analysis. We will evaluate your company's situation and make specific recommendations that will protect your company from costly information theft liability.



For more information about FilePro Record Storage Management, PLEASE CALL 1.877.FILE.777 TODAY