DOCUMENT SHREDDING / 01

BUILD THE MATERIAL AND SERVICE BRIEF

Use non-sensitive categories and approximate quantities only; never copy document contents.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

One-time / recurring / cleanout / other service and desired result

Paper and other material categories only / no contents or sensitive identifiers

Approximate boxes / bags / bins / pallets / media count or volume range

Locations / floors / stairs / loading / access / parking / operating constraints

Internal authorization owner / decision owners / retention or hold review completed outside this workbook

Preferred timing / recurring cadence / work-hour or site-contact constraints

Preparation only. Not retention, legal-hold, privacy, cybersecurity, records-management, destruction-method, regulatory, compliance, or legal advice. Keep sensitive records out.

DOCUMENT SHREDDING / 02

MAP CUSTODY AND EXCEPTIONS

Ask the provider to propose secure handling; do not prescribe a method in this workbook.

Provider-proposed containers / seals / labels / placement / exchange process

Collection point / pickup / onsite or offsite scope / observation option

Authorized handoff / provider staff or vendor roles / custody documentation

Non-accepted, mixed or exceptional materials / incomplete pickup process

Electronic media as a separate scope / inventory and return questions

Downstream material handling / recycling or disposal record / final custody point

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DOCUMENT SHREDDING / 03

DEFINE DOCUMENTATION AND HANDOFF

Record the provider's proposed destruction, service records, exception process and recurring handoff.

- [ ] Retention and legal-hold decisions were made internally
- [ ] Document contents and sensitive identifiers are excluded
- [ ] Authorization owner and site contacts are named
- [ ] Paper, media and exceptions are separated
- [ ] Containers, collection and custody are documented
- [ ] Destruction scope and exceptions are written
- [ ] Service and destruction documentation are defined
- [ ] Downstream handling and recurring handoff are clear

Provider-proposed destruction service / observation / completion point / exclusions

Pickup record / custody record / destruction documentation / certificate details

Recurring schedule / container changes / missed service / incident contact / final handoff

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DOCUMENT SHREDDING / 04

QUESTIONS FOR A DESTRUCTION PROVIDER

Use the same questions for each provider and keep sensitive records out of your notes.

Materials: what is accepted, separated, excluded or handled as an exception?

Collection: what containers, seals, locations, steps and staff roles are proposed?

Custody: how is authorized handoff through destruction and downstream handling documented?

Service model: what onsite, offsite or observation options are proposed?

Exceptions: how are mixed materials, missed service, damage, incidents and volume changes handled?

Handoff: what records, destruction documentation, cadence, changes and support are included?

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DOCUMENT SHREDDING / 05

COMPARE WRITTEN DESTRUCTION SERVICES

Use A and B in every box. Compare the same material brief and service locations.

Provider A / Provider B / proposal dates / same non-sensitive material brief?

Accepted materials, containers, collection, onsite or offsite service and custody - A / B

Destruction scope, exceptions, documentation and downstream handling - A / B

Cadence, changes, handoff, proposal total, written terms and open questions - A / B

READY TO HEAR FROM PROS?

Optional next step: Create an account on PickYourPro.ai and start a Document Shredding request. Share only non-sensitive material categories, approximate volume, locations, access constraints, desired cadence and documentation needs so participating pros can compete with proposals. Do not include document contents, names, identifiers, credentials or private records.

One request. Every pro's best offer.

Start a request

Participation varies. A non-sensitive material, volume, access and custody review may be needed before a final service proposal.

Planning guide: https://www.pickyourpro.ai/services/document-shredding

Federal Trade Commission: Disposing of Consumer Report Information? Rule Tells How (official reference)

NIST SP 800-88 Rev. 2: Guidelines for Media Sanitization (official reference)

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