



Secure Information Destruction At the Highest Level



AAA NAID Certified

Stacks, Secure Records takes the confidentiality of your records very seriously. We are the only facility in Kansas that provides secure information destruction for all media types and is AAA certified by the National Association for Information Destruction (NAID).

NAID certified service providers are subject to regularly scheduled, and random onsite audits by trained, accredited security professionals. The security of your information is protected by the following practices and procedures:

Our People:

- All STACKS employees must pass both a criminal and credit background check prior to hire and are subject to ongoing background checks during employment.
- All employees are bonded.
- All employees are drug screened at time of hire, and randomly drug screened throughout their employment
- Drivers and couriers are properly licensed and wear STACKS uniforms along with photo identification cards to provide proper and instant identification.
- Drivers and all processing employees follow strict written policies and procedures.
- All employees sign a Confidentiality Agreement stipulating that ANY compromise of client information is reason for immediate dismissal.
- STACKS employees are fingerprinted by the KBI.
- All STACKS employees complete HIPAA Privacy Training.

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Our Plant:

- All non-employees entering STACKS must log in with time, date and signature and provide identification.
- 24-hour monitoring using infrared detectors and perimeter contact alarms prevent unauthorized access to our facility.
- All entrances are monitored by video surveillance. The recordings are kept at least 90 days.
- Materials designated for destruction in our custody, are always attended to by an employee or physically secured through locked containers, locked vehicles and/or locked shredding area preventing unauthorized access.

Our Process:

- Per detailed work order documentation, your information is removed from stationary locked collection containers on a predetermined schedule and placed into mobile locked collection bins.
- Mobile locked collection bins are accompanied at all times by a STACKS service provider.
- Containers are transported in GPS equipped locked vehicles to the secure destruction facility.
- Upon arrival at our facility, the vehicle is pulled inside, and material is unloaded and placed into a secure holding area until the time of destruction.
- NAID certification requires all material to be shredded within 72 hours of acceptance. Generally, the shredded material is destroyed within one (1) business day.
- The material is shredded at 5/8" continuous strip shred.
- After shredding, the material is baled and stored inside our secure facility until time of shipment to the paper mill.
- At time of shipment, shredded material is placed in a locked trailer and a numbered mechanical seal is applied to the trailer doors.
- The sealed confidential load is shipped directly to a paper mill located in the United States where the paper is pulped and used to make recycled paper products such as paper towels, thereby closing the secure loop of the process.
- When the trailer reaches the paper mill, the seal is checked and documentation is supplied that validates the load arrived at the destination with the seal intact. (If seal is broken, STACKS is notified immediately). STACKS receives documentation along with the security seal to close the audit trail for the load.
- A *Certificate of Destruction* is generated for your records.
- Environmental Certificates are available upon request.



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