



Secure Shredding



Let's Talk Trash

The Average American Office Worker...

Generates **2 pounds**
of mixed paper
products every day.



Creates **4.4 pounds**
of **waste** each day.



Uses **10,000 sheets** of
paper per year.

More Information = More Risk

294M

US RECORDS
EXPOSED IN DATA
BREACHES IN 2021

9SEC

FREQUENCY IN WHICH
LARGE ORGANIZATIONS
LOSE A DOCUMENT



Source: 1 - Identity Theft Resource Center 2 - Bwalya, Kelvin Joseph. Concepts and Advances in Information and Knowledge Management

It's Important



Protection of sensitive and confidential customer, employee or other business information



Cost Savings through freed up space and/or employee time previously spent shredding or retrieving records.



Compliance to standards and regulations for information destruction



Sustainability benefits through the recycling of all shredded documents

Certificate of Destruction
available on request

Common Ways Companies “Manage” Confidential Documents/Information



IN-HOUSE DOCUMENT
SHREDDING



KEEP EVERYTHING
POLICY



IN-HOUSE DOCUMENT
STORAGE



SELF-STORAGE
FACILITY



NO COMPANY-WIDE
INFORMATION
MANAGEMENT
MEASURES

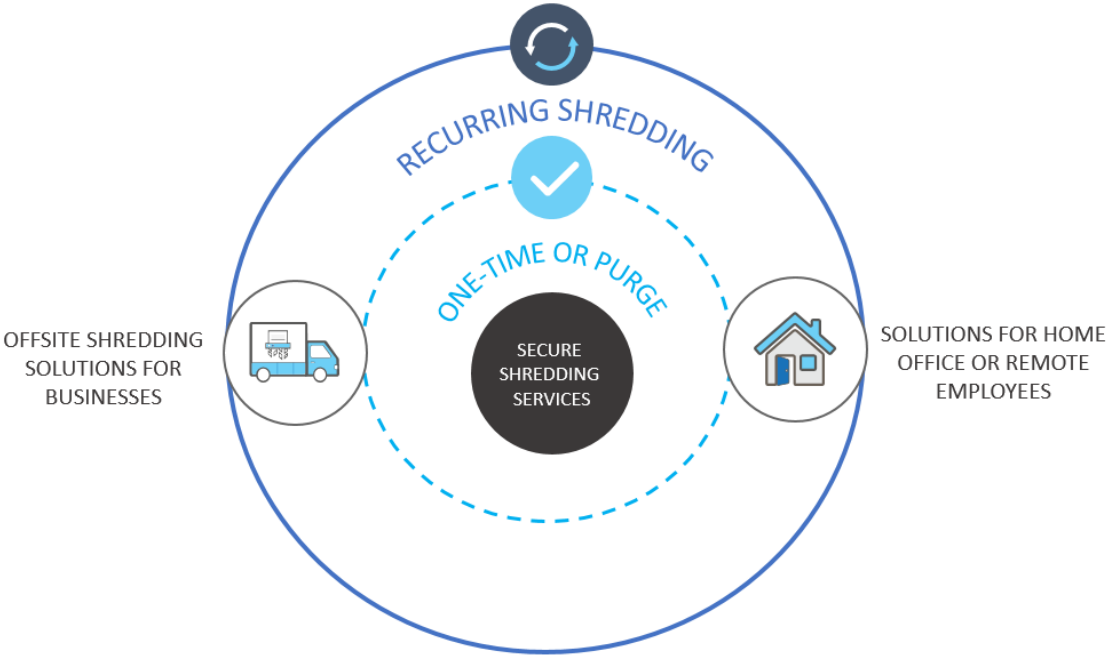
Office Depot's Secure Shredding and Storage Service

- 70+ years as a leader in information management solutions
- Demonstrating a Positive Environment Impact
- NAID AAA Certified
- Patented Vehicle Security
- Service available in all 50 states plus Puerto Rico
- Single point of contact for all business solutions
- Implementation and Customer Success Support

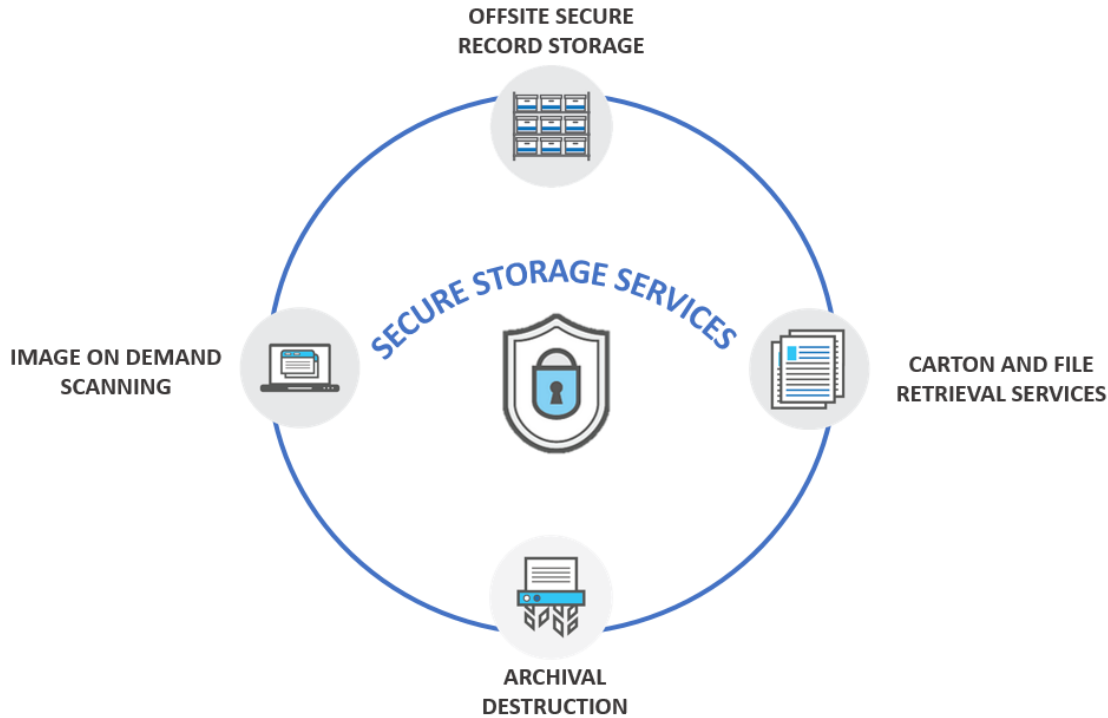


Note - NAID (National Association for Information Destruction) is the standard-setting body advocating for best practices in secure data destruction.

Office Depot's Secure Shredding and Storage Service



Secure Shredding



Secure Storage

Retrieve, Digitally Access and Destroy Your Records

Carton and File Retrieval

Need a box or a specific file? Have it delivered directly to your office with next day, half-day and rush delivery options.



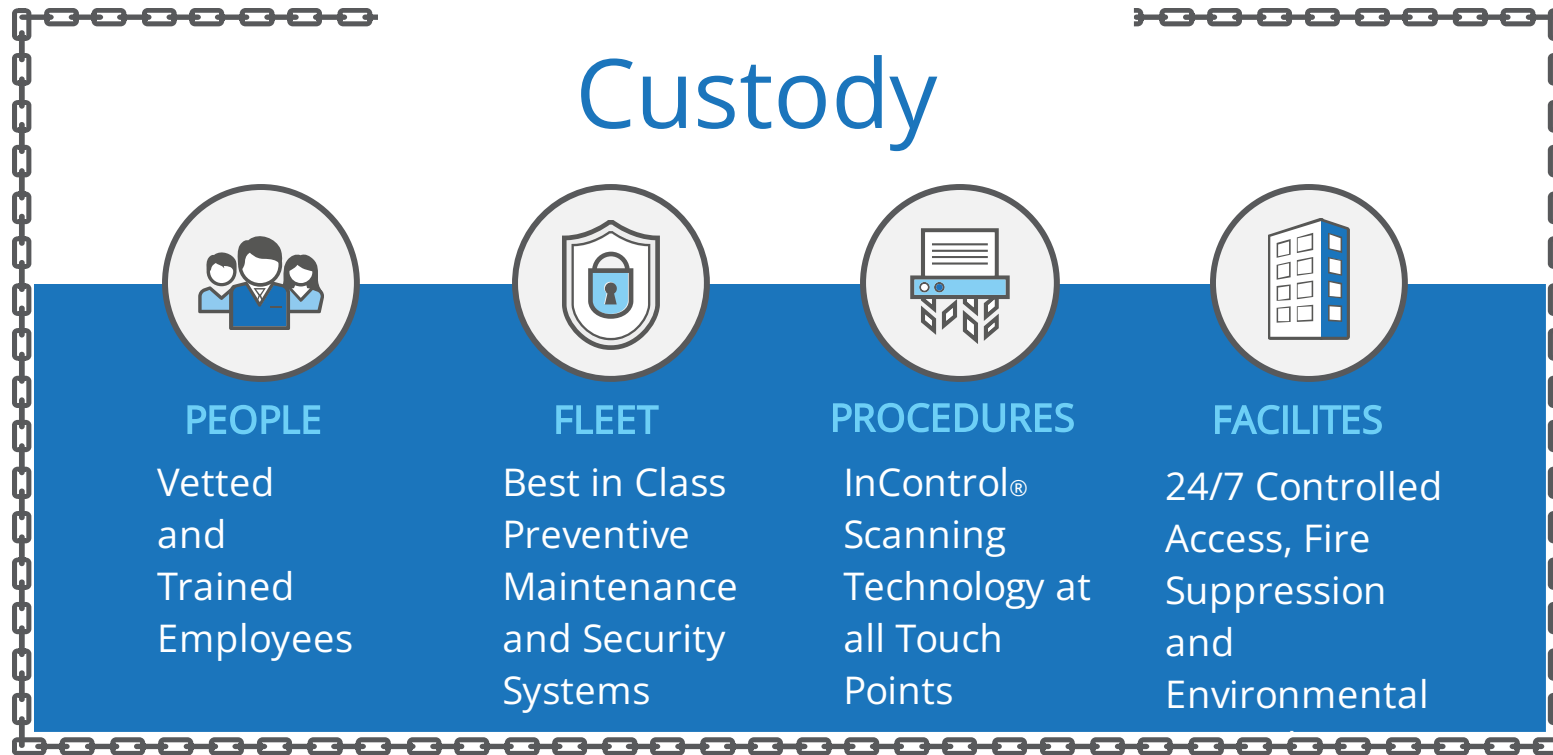
Archival Destruction

Securely destroy records that have reached the end of their lifecycle with in-house secure shredding services.



Protect Your Documents With Industry-Leading Chain-of Custody

Secure Chain of Custody



Secure Shredding: How it Works



65-Gallon Bin

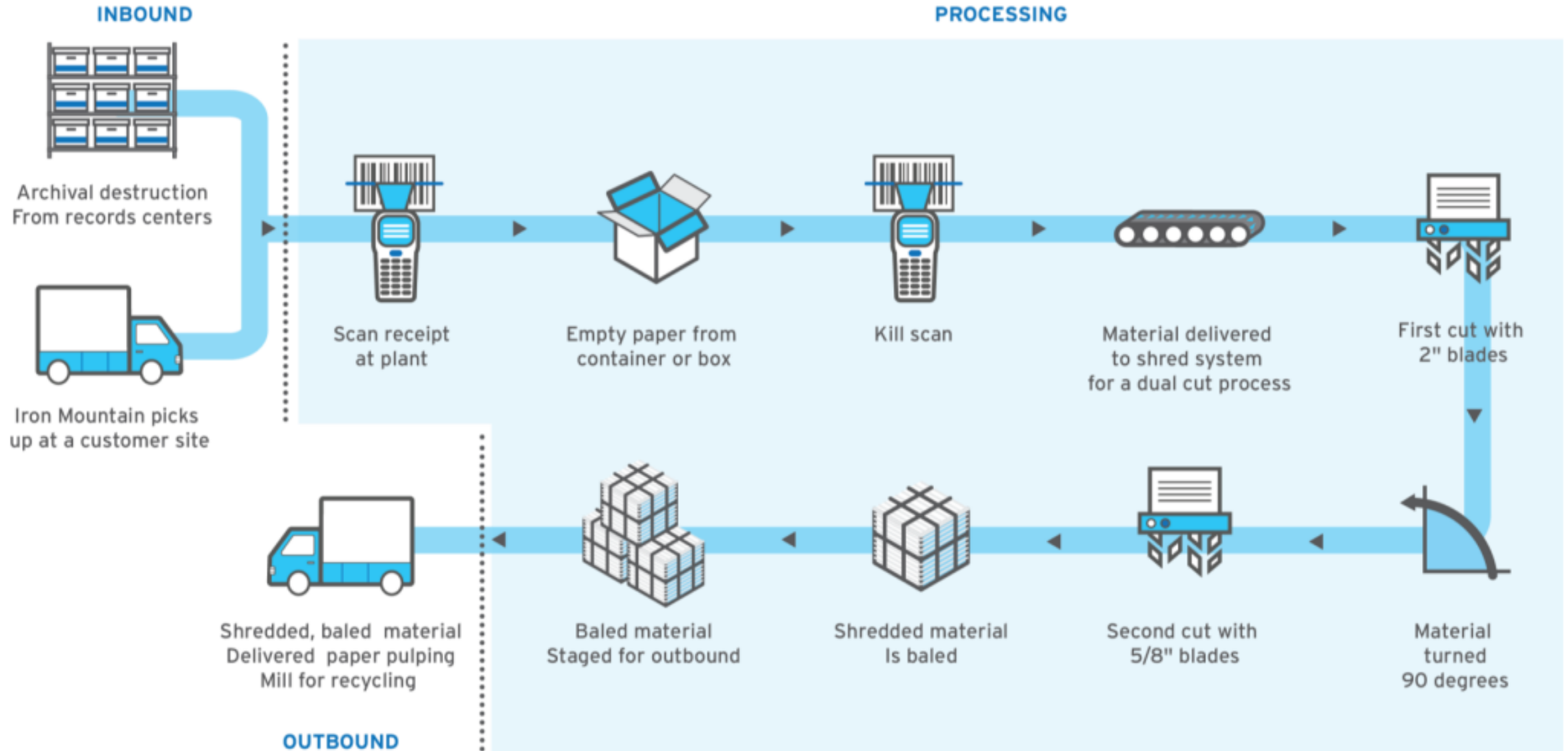
- Neutral grey color
- 65-gallon capacity holds approximately 230 pounds (around 4-5 standard boxes)



Console

- Light-grey laminate color
- Holds approximately 100 pounds (around 2 standard boxes)

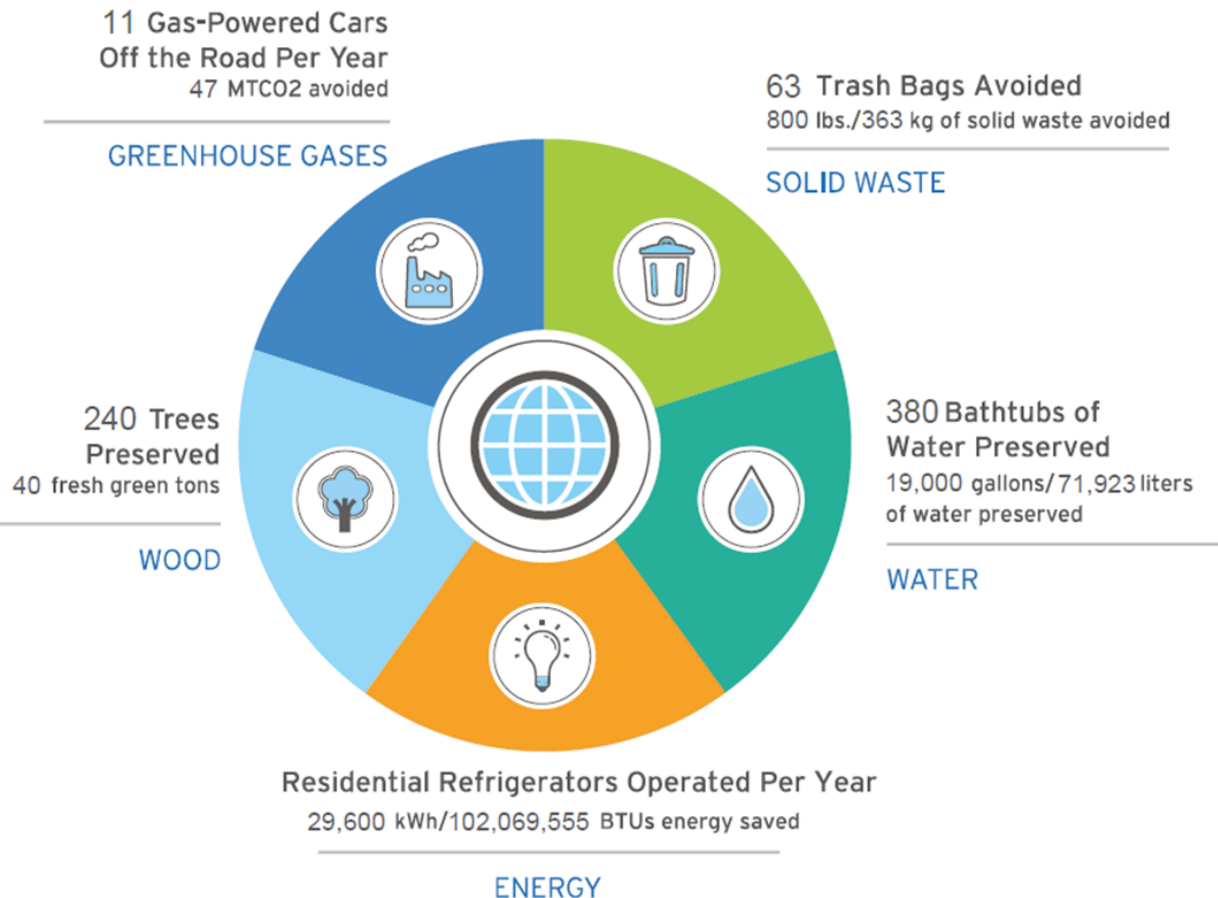
Shredding Process



Increase Your Diversion Rate Overnight

Account for paper being recycled through your **secure** shredding program through **green reporting**

Example of environmental impacts of 10 tons (approximately 1,000 boxes) of paper:



By choosing Iron Mountain to shred your paper, 100% of your paper waste is recycled. Recycling lessens the need for harvesting virgin materials, resulting in tangible benefits as illustrated here.

These benefits can be helpful to share with your employees to help communicate your organization's steps to reduce landfill waste.

Monitor Your Program With Reporting

Regular shred program usage monitoring is critical to...

- Minimize Risk
- Ensure Ongoing Compliance
- Manage Program Costs



Office Depot Can Help:

Customer Example: The Best Bank, INC.

From: January 1, 2017

To: January 31, 2017

ADDRESS 1	CITY	ST	ZIP	ORDER NO	SERVICE DATE	CONTAINER TYPE	OVER FULL	FULL	¾	½	¼	EMPTY
1000 Main St.	Phoenix	AZ	85020	12004331	01/07/17	Console		1		1		
1000 Main St.	Phoenix	AZ	85020	12004331	01/07/17	65 Gallon		2	1		1	
1000 Main St.	Phoenix	AZ	85020	22789920	01/21/17	Console	1		1			
1000 Main St.	Phoenix	AZ	85020	22789920	01/21/17	65 Gallon		1	1	1	1	
625 Forrest Ln.	Dallas	TX	74251	17955423	01/15/17	65 Gallon		1	2	2		1

Use container volume information to identify trends and correct compliance issues before they impact the business.

Why Office Depot with Iron Mountain



TRUSTED RELIABLE BRAND

95% of Fortune 1000 work with Iron Mountain



COMPLIANCE

We provide a fully traceable audit trail and patented vehicle security



ELIMINATE RISK

Preventing identity theft, data breach and legal challenges



POSITIVE ENVIRONMENTAL IMPACT

Recycled 10,882 tons of cardboard and 456,059 tons of paper



RESIDENTIAL AND HOME/OFFICE PICKUPS

We work with the small to midsize businesses to offer comprehensive shredding and storage solutions right at your door

Why Office Depot with Iron Mountain?

- No cancellation fees
- No payment processing fee
- No recycling fee
- Will hold pricing for two years with-out any price increases all services are off-site shredding
- New locations added and serviced within 7 business days
- Flexible on adding/changing frequency or container no update to the contract will be needed for any changes to the original program
- Consolidated and AB Billing (Account Billing)
- Dedicated Account management and Implementation/Customer Support - Single point of contact for all business solutions

Next : Set Up Your Shred Program in 3 Steps

1. Select Your Preferred Implementation Method
2. Select from either corporate-managed or locally-managed implementation
3. Review and Agree to Pricing and Terms
4. Review custom program pricing and agree to service terms and conditions as an addendum to your existing Office Depot contract
5. Launch Your Secure Shredding Program
6. We'll support your program rollout with communication assets and additional service-related material



Questions