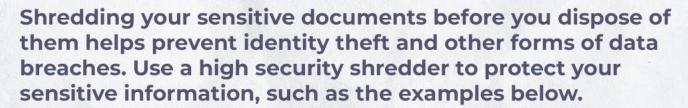
SEPTEMBER 2024 CYBER SECURITY TIP: DOCUMENT SHREDDING



- Bank Statements These contain your name, address, phone number, and banking history.
- Credit Card Statements These contain your name, address, phone number, and credit history.
- Tax Returns Keep these in a secure location and shred returns older than 7 years.
- Canceled Checks These contain personal and account information. Shred even if these are reprints from your bank.
- Legal Documents Including leases, contracts, and letters.
- Health Records These should be shredded after all insurance disputes have been settled.
- Identification Cards Including old student IDs, military IDs, etc.
- Employment Records Including old pay stubs.
- Investment Documents Any documents related to investments including stock and real estate transactions.
- Building Blueprints May provide information that can impact human safety or show the location of valuable assets.



Key Takeaway: Be aware of any sensitive data you may be throwing away. Your trash may become a malicious actor's treasure.