

# SEPTEMBER 2024 CYBER SECURITY TIP: DOCUMENT SHREDDING

Shredding your sensitive documents before you dispose of them helps prevent identity theft and other forms of data breaches. Use a high security shredder to protect your sensitive information, such as the examples below.

- **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.



**OFFICE of ADMINISTRATION**  
INFORMATION TECHNOLOGY SERVICES DIVISION

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