

Document shredding checklist

Your business should consider shredding the following documents as a minimum.

Financial information:

- Budget documents
- Tax returns
- Copies of sales receipts
- Payroll information
- Bank and credit card statements
- Voided cheques

Company information:

- Company structure documents
- Pricing structures
- Supplier information

Employee information:

- Employment records
- Appraisals and employee reviews
- Disciplinary reports
- Absence and sickness information
- Documents related to promotions
- CVs
- ID or access cards

Client or customer information:

- Contracts
- Client or customer contact details
- Printed correspondence (such as emails) containing information that can be used to identify people
- Photo identification documents
- Any documents containing personal information such as names, addresses, phone numbers or email addresses

