For Immediate Release

INDUSTRY ASSOCIATION RELEASES INFORMATION DESTRUCTION POLICY DEVELOPMENT TOOL

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PHOENIX, AZ – The National Association for Information Destruction, Inc. (NAID), the non-profit trade association of the secure information destruction industry, is announcing the release of its Information Destruction Policy Compliance Toolkit. The publication is designed to provide a systematic approach for organizations to fulfill their regulatory obligation to have written information destruction policies and procedures.

The need for such help stems from the Association's own studies, which show that despite the fact that all organizations are required to have written policies and procedures for protecting sensitive information, the vast majority of organizations do not.

In the Federal Trade Commission's recent $50,000 settlement with an Illinois mortgage firm for discarding personal information without first destroying it, the regulatory agency cited the absence of the required written policies and procedures as a basis for the penalty. Similarly, the failure to have written policies and procedures was also cited in recent settlements with two national firms by the Attorney General of Texas when it was discovered that they were violating the state's information destruction requirement. According to releases by the Texas Attorney General's office, the fines amounted to hundreds of thousands of dollars and required the retailers to develop written information destruction programs.

According to Robert Johnson, NAID's executive director, "For some organizations, the policy on information destruction amounts to a single sentence, advising employees to destroy sensitive information properly before it is discarded. In today's social and business climate, that simply does not provide sufficient direction to employees who are dealing with many forms of media from any number of sources." Johnson adds "because of the consequences of improper disposal, regulators, auditors, courts of law, the media and public sentiment are insisting on a more thorough approach to information disposal."

The Toolkit contains sample policies and procedures for training, authorization and destruction for the full range of conventional media forms including paper records, computers, magnetic tapes, optical and micro media. In addition, the Toolkit includes sample forms, templates and other resources useful in implementing the policy. And, while the Toolkit offers information destruction procedures for in-house information destruction, it also contains sample policies and procedures for selecting competent service providers.

Alan Andolsen, one of the records management consultants retained by NAID to help create the toolkit, says, "To my knowledge, this is the most thorough examination of proper information destruction available to date. It is something that can be integrated into almost any existing information management or security program, or it can stand on its own."

While the Toolkit was created to address regulatory compliance in the United States, the trade organization maintains that it is applicable in any country where data protection is now subject to regulation, as is the case in most developed nations.

The NAID Information Destruction Policy Compliance Toolkit, which runs 76 pages and includes electronic templates and sample forms, is available only through NAID Member companies who have been oriented in its use.

Authorized NAID Members can be found on the NAID website at
http://www.naidonline.org/ctk.html

About NAID:

NAID is the non-profit trade association of the secure information destruction industry. With over 1,200 member locations, NAID promotes the proper destruction of discarded information through consumer education and the establishment of industry standards.

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