

BUYING GUIDE Document Shredders

WHY SHRED?






It's safe, it's smart and in some cases it's the law. Shredding confidential information can protect you and your business from security breaches, identity theft, and in some cases, it can help you comply with HIPAA. Unlike in the past, the enforcement of the HIPAA Privacy & Security regulations will be more strictly managed through both a new tiered penalty structure and enhanced regulatory oversight. The new penalty amounts range from \$25,000 to as much as \$1.5 million – depending on the "intent" behind the violation. Properly disposing of sensitive documents can prevent a HIPAA violation.

How to select the right shredder?

1. Shred Volume — We have color coded the shredders for easy identification

Very High Volume — Heavy Duty	Multiuser department or very high volume of shredding. Very high capacity waste bins (28+ gallons). Continuous Duty motor for all day shredding. Very high sheet capacity. Security levels 2, 3, or 4.
High Volume — Heavy Duty	Multiuser department or large office with high volume of shredding. Large waste bin capacity (18–28 gallons) Continuous Duty motor for all day shredding. High sheet capacity. Security levels 2, 3, or 4.
Medium Volume — Heavy Duty	Single or multiuser, Small Department, Average Office Medium waste bin capacity (<18 gallons) Continuous Duty motor for all day shredding. Medium sheet capacity.
Medium Duty	Single or multiuser. Small to medium waste bin capacity 10+ minute motor run time with average 40 minute cool down. Medium sheet capacity.
Light Duty	Ideal for small offices with limited shredding needs. Small waste bin capacity Less than 10 minute motor run time and average 40 minute cool down. Low sheet capacity.

2. Security Level - Also known as DIN level.

SHRED STYLE	High Security Level 6 NSA High Security 	Level 4–5 Micro Cut 	Level 3 Confetti / Cross-Cut 	Level 2 Strip Cut 
SIZE & CUT				
SECURITY LEVEL	High	High to medium	Medium	Medium to low
SUGGESTED APPLICATIONS	Most secure cut. For high security, top secret, financial or personnel records. Ideal for Military, R & D documents, Classified financial documents, Human Resource departments, secure government agencies.	Medium to high security. Also known as Micro Cut. Ideal for highly confidential credit and financial documents, R & D documents, Human Resources, banking, legal, insurance and sensitive interoffice documents.	Medium security cross cut. Ideal for all shredding needs that may have some sensitivity, including home offices.	Strip shredding. Ideal for fast high-volume shredding needs of non-confidential documents. On smaller models these are good for a home office application.

3. Other features to consider

Sheet capacity	How many sheets can be loaded in the throat at one time?
Cutter heads	Solid Steel Cutting cylinders — Usually found on the higher quality, heavy duty shredders. Stacked cutting heads — Individual blades and spacers stacked onto 2 shafts to create a pair of cutting cylinders.
Decible level How quiet is the shredder?	100 dBs — Very loud (heavy traffic) 80 dBs — Loud (noisy office) 60 dBs — Normal (typewriter) 50 dBs — Quiet (private conversation)
Anti-Jam features	What type of antijam feature does the shredder offer?
Energy Savings	How efficient is the shredder when not in use?
Safety Protection	Does machine offer advanced protection for users?
Auto Feed	Can the shredder be left alone to shred or must it be manually fed?