



Free, Secure Document Shredding for Our Patrons

Frequently Asked Questions

Is there a fee for this document shredding service at the Library?

There is no charge for this service. Document shredding from Shred-it is provided through the Northport-East Northport Public Library as a free service for our patrons.

What documents can I shred?

These items are appropriate for shredding at the Library:

- Personal bills and records
- Credit card receipts
- Financial documents
- Legal documents
- Medical records
- Payroll and employment documents
- Documents containing personally-identifiable information

This service is offered by the Library for use by individuals, not businesses.

Can I shred materials like CDs, computer discs, notebooks, or bound books?

No—only paper documents can be accepted and shredded with this service. Do not place any other materials in the collection bin – they will not be shredded or destroyed.

Are the documents shredded on site?

No—the vendor Shred-it (www.shredit.com) regularly picks up the containers and shreds the documents at their regional facility.

What security measures are used to protect the documents?

The vendor Shred-it is NAID AAA-certified by the National Association for Information Destruction. Shred-it meets or exceeds the requirements established by NAID.

NAID AAA Certification® verifies that secure data destruction companies' services are in compliance with all known data protection laws through scheduled and surprise audits by trained, accredited security professionals, fulfilling customers' regulatory due diligence obligations.

Additional information on NAID certification is available at these web pages:

- <https://isigmaonline.org/certifications/naid-aaa-certification/>
- <https://isigmaonline.org/about/>

What proof do you have that the shredding is done correctly?

In addition to the NAID AAA certification audits, the vendor Shred-it also provides the Library with a Certificate of Destruction for each container.

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