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A Quick Look at Records Retention by Ruby Badcoe

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Thousands of Los Angeles companies like law firms, healthcare providers, financial institutions, and entrepreneurs have turned to document shredding services to protect their data. Data management for private individuals and businesses also helps organize files and get rid of unwanted clutter.

Records retention identifies documents necessary to be kept, classifying them according to how long they should be maintained. Furthermore, this process also helps determine which method will work best at destroying the documents. Businesses are protected by records retention through litigation, ensuring your companyâ€™s compliance with local laws and regulations. Certifications for legal document destruction also serve as proof that the documents are destroyed for reasonable purposes.

Record retention follows four main principles: (1) If there is a legal requirement for keeping the document; (2) If the document maybe used to support or disprove a court case; (3) The consequences of destroying the document in case of a lawsuit; and (4) If the document can be appropriately reproduced elsewhere (e.g. library, online, a database, etc.). After sorting out the documents, the list can be relayed to the shredding professionals to start data destruction.

While business records, pension/profit sharing and invention and copyright records must be kept permanently, financial, personal and insurance records have to be disposed after a few years. Some of these financial records include auditorâ€™s reports, bank deposit slips, reconciliation and statements, interim financial statements, and internal reports like work orders, sales and production reports. Personnel records like attendance, employee benefit plans, and medical records may also be destroyed after a few years.

Shredding services Los Angeles providers can help business create their own document retention program. This can prevent obsolete records, private data, and even dated proprietary technology documents from falling into the wrong hands. Local shredding service providers also offer on-site service for your convenience.

Most shredding services Los Angeles providers is certified by the National Association for Information Destruction, guaranteeing that your shredding service adheres to government approved industry guidelines, and that your documents are serviced securely and properly. Paper files, hard drives, and media files like video tapes, photos, film, CDs and DVDs may all be destroyed accordingly.

Shredding services Los Angeles providers are perfect for preventing confidential documents from being stolen. Safeguard your company from liabilities, reduce office clutter and create a more productive working environment. If you would like to read up some more on personal and business document retention guidelines, visit: shrednations.com/articles/personal-records-retention.php and shrednations.com/articles/business-records-retention.php.

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