



How to Choose a Shredder

There are many things to consider when purchasing a paper shredder and all the variables can seem overwhelming. After all, the privacy of your information is at stake so it's important to make the right selection. With sheet capacity, motor size and waste volume to consider, the following questions will help you narrow down your selection to only a few models.

While making a selection, it's important to remember that your shredding volume will increase with time, so be sure to factor in growth when making a decision. For a more detailed evaluation, please contact at a CRD representative at (877) 974-3679.



How Much Will You Be Shredding Every Day?

<u>Personal Size Shredders:</u>	Up to 100 sheets per day
<u>Small Office Shredders:</u>	Between 100 and 400 sheets per day
<u>Office Shredders:</u>	Between 400 and 2,000 sheets per day
<u>Multi+Media Shredders:</u>	Between 2,000 and 8,000 sheets per day
<u>Department Shredders:</u>	Between 2,000 and 12,000 sheets per day
<u>High Capacity Shredders:</u>	20390 Series: Between 12,000 sheets and 28,000 sheets per day 20450 Series: Between 28,000 sheets and 2 tons of paper per day

Call CRD (519) 474-3678

What Level of Security Do You Need?

- Security Level 1:** For shredding **general internal documents**
- Security Level 2:** For shredding **sensitive internal documents**
- Security Level 3:** For shredding **confidential documents**
- Security Level 4:** For shredding **secret documents**
- Security Level 5:** **Espionage safe** for extremely high demands of security RCMP Type II
- Security Level 6:** NSA/CSS 02-01 standard for the secure destruction of **Top Secret COMSEC Documents** (RCMP Type II (Level 6))
- NSA/CSS 02-02:** Highest security level for high security disintegrators

Do You Prefer Strip Cut or Cross Cut?



STRIP CUT

Documents are cut into thin unreadable pieces. Generally the strips will be as long as the document.



CROSS CUT

Documents are cut in two directions producing smaller particles and providing greater document security.