



# CERTIFIED DESTRUCTION

As a leader in information management, GRM is well-equipped to handle the secure destruction of your data and documents. Adhering to the strictest security standards and procedures, you can be confident your corporate assets are destroyed in the safest and most responsible way.

## GRM Certified Destruction Process in 12 Steps

- 1 GRM Client places destruction order by phone, fax or online via eAccess. Request is accompanied by excel list of boxes and authorized letter.
- 2 GRM Customer Service Associate creates Destruction Work Order.
- 3 GRM Record Center personnel pull the boxes identified for destruction.
- 4 GRM personnel move client inventory to secured area.
- 5 GRM Driver scans and validates items prior to loading vehicle.
- 6 GRM Driver loads vehicle with destruction inventory.
- 7 GRM Driver secures load in vehicle and delivers customer inventory to GRM Destruction Partner i-Sigma Certified facility.
- 8 GRM Driver off-loads material at Destruction Partner facility.
- 9 GRM Destruction Partner moves inventory to a secured location of the facility and material is prepared for destruction.
- 10 GRM Destruction Partner moves client inventory to industrial shredder which feeds client inventory and material is destroyed.
- 11 Destroyed documents are then compressed into non-readable bales of paper and shipped to paper-mill.
- 12 Upon completion of the destruction process, a Certificate of Destruction is issued to the client. Normally between 15-30 days depending on the time of the month the request is made.

GRM Destruction Partner utilizes the latest high-tech, high speed hammer-mill pulverizer available. It literally converts your material to dust and confetti. The hammer-mill is considered the ultimate shredding equipment, as it thoroughly pulverizes everything that goes in. GRM Destruction Partner is an "Eco-Friendly" company. Their equipment does not waste fuel or emit any pollutants. All shredded inventory is then sent to a recycling mill to be reconstituted into usable recycled material.

GRM destruction facility offers digital camera records, video recording or on-site witness of the entire shred process. These options can all be made available based upon client need. GRM will provide a quote based upon those specific needs.

In addition to destruction services, GRM offers physical storage services, scanning services, and a full suite of digital solutions via our secure, cloud-based content platform, VisualVault.

► Destruction ► Storage ► Scanning ► Digital Solution

