



Secure Hard Drive Shredding (ITAMG's Facility):

Our drivers, techs, and helpers will be instructed both orally and in writing the details of the inventory of hard drives or tapes that need to be destroyed before any pickup is made. The ITAMG employees label each box with the client's name, date of pick up, and instructions of how the drives/media are to be destroyed.

Each box of hard drives/media, or units containing storage drives, are then loaded into the truck securely strapped in, and the truck doors are always closed and locked. The truck will then proceed back to the ITAMG facility where all hard drives will be held in our locked warehouse that is under 24 hour camera surveillance. When requested drives can be stored in a locked cage within the warehouse.

When our techs shred the drives/media they place each drive one at a time into the Ameri-Shred AMS-HD Shredder to ensure each drive is completely destroyed before proceeding to the next piece (very rarely the tech will need to pick up pieces from the disposal bin and place them back in to the shredder to ensure ultimate destruction). If it is requested, the tech will use a hand scanner to scan each drive into an inventory spreadsheet; this is done immediately before placing the drive into the shredder.

After all shredding is complete and the disposal bin is full, it is taken to a plastics/metal recycler where it is broken down to its raw components. Before any bin of material is taken to the recyclers it is thoroughly sifted through again to ensure no pieces of hard drives are recognizable.

We understand the reservations companies have with handing over sensitive and confidential information to ITAMG and are willing to work with each client to specifically address any concerns that might exist.

You are welcome to send a representative to view this process and shredding done by our technicians. Our clients are provided with a written statement of destruction certifying the work was done. If a client is worried about the transportation of the sensitive information, we welcome having a representative follow our trucks, ride along, and/or load the hard drives into the caged area of our warehouse with our techs.

On-Site Shredding (Client's Facility):

ITAMG deploys an on-site data destruction solution for clients that need to meet the strictest legal and self regulated security requirements. Our mobile shredder is the same quality Ameri-Shred AMS-HD shredder found at the ITAMG facility only it is mounted on a box truck, and can be delivered to your preferred location.

Representatives of your company are welcome to witness the destruction of your electronic storage media right at your location. ITAMG's mobile shredding is owned and operated by NCL dba IT Asset Management Group. All employees are subjected to background checks and performance evaluations.

On-Site shredding can also be combined with degaussing of the drives prior to physical destruction. This added step is recommended to client's who require destruction to take place before the media can even leave the office room or data center it resides in.