

Tatters

Bits and pieces of news and information from Infoshred, your source for document management.

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Spring into Office Organizing



Have An All-Office Filing & Purging Party!

The first quarter and tax filing deadlines are over - time to have a Filing & Purging Party! Here's how:

- Schedule Infoshred to pick up paper and electronics for destruction or to pick up records for archiving and storage
- Block time in the schedule for everyone to participate
- Make it a dress down day
- Bring in food and drinks – maybe put on some music
- Have an agenda where everyone is assigned tasks
- Assign areas to different staff to clean out/organize
- Set guidelines for what to keep, discard, repair or donate and who is responsible for those items

Infoshred Formulates a Safety Team



We spend many hours at work – more time in fact than we spend with our families - so we like to consider our co-workers our “work family”. In an effort to take care of and watch out for the well being of our workplace family members, Infoshred has formulated a safety team comprised of employees from different departments that will meet every two months. Employees are encouraged to bring concerns or suggestions to a safety team member.

The intention of the program is to evaluate workplace safety and make improvements, provide training to our employees, and build a culture around keeping everyone in our “work family” healthy and safe.

Safety Team Members:

Stacey DiPiazza, President & Founder; Ronna Goslin, Business Manager; Michael LeClair, Operations Manager; Luis Vasquez, Plant Manager; Josh Newton, Archive Center Manager; Pierre Lisee, Foreman; and Sam Lombardo, Operations Assistant.

6 Reasons NOT to go completely paperless

Although it is tempting to eliminate ALL of the paper clutter there are reasons to hang onto the paper file process

- 1 Hard drive security and cybersecurity are growing business risks.
- 2 Virtual security breaches are more costly. A 2015 study showed that companies with a virtual infrastructure had to spend double to recover from a security breach. Small and medium sized businesses reported that a virtual security breach cost them close to \$60,000 per incident – while an attack on their physical infrastructure averaged \$26,000.
- 3 Paper has become a sustainable resource. American Forest & Paper Assoc. reports that more than 65% of paper in the U.S. was recycled in 2012.
- 4 Customers are wary of virtual records. Studies have shown people were suspicious of a company’s motives to push e-billing .
- 5 There’s still a general preference for paper. More than half of customers in a Forester Research Inc. survey still choose a paper statement.
- 6 The hard drives in office equipment such as photo copiers and fax machines retain images of confidential information, so require proper hard drive destruction. Rare elements and metals used in electronics are toxic to the environment if not properly recycled. If you need help with an e-recycling program, please [contact us!](#)

Helping Hands

At Infoshred, we pride ourselves on giving back to the community through various local organizations.



From Infoshred Founder & President, Stacey DiPiazza

On my 40th Birthday I wanted to give a special gift to myself and so I formulated a donor advised fund called the “Giving Tree Fund” as a way to teach my daughters about giving to others. I connected with the Hartford Foundation

for Public Giving to formulate the fund and now we are in our second grant year. It gives me much pride to know that we are able to help others in the community and be able to do it all together as a family. Recently our efforts were highlighted in our town newspaper, Glastonbury Life.

[Read the Article \(PDF\)](#)

Food for Thought



Giant Sequoia trees can grow up to 300 feet tall, but their roots only reach down 3 feet. How do they survive? They grow in groups with their roots intertwined so they hold each other up. When we talk about community that’s what we mean: reaching out and holding each other up.

Frank’s Corner



Office Mascot and Supplemental Security Officer Frank and Junior Officer, Delilah, have been hard at work petitioning for official nap break areas in the office. So far they have been successful in securing a comfy corner in Stacey’s office, but have not yet established similar accommodations for the other employees. They are hoping to inspire by example!



Stacey DiPiazza and Scott Cremens, Infoshred’s Document Security Force (Standing in the way of information theft since 1997!), patrolling Booth #430 at BankWorld in January. Look for the next adventures of our dynamic sales duo!

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- Media Storage

