

# Tatters

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



## 6 Reasons to set a regular purge schedule


April marks the end of the first quarter and tax filing deadlines – the perfect time to plan to purge records which have reached the end of their retention period.

Purging on a schedule serves several purposes:

- 1 Reduces the number of files in an office
- 2 Facilitates the retrieval of information as there are fewer files to search
- 3 Avoids last minute clean out of office or storage areas
- 4 Ensures compliance with records retention schedules
- 5 Reduces the risk of litigation loss
- 6 Reduces the risk of unfavorable audit findings

## Don't let out-dated computers and electronics pile up!

Technology is changing quickly, requiring frequent electronic device updates, which can cause an accumulation of out-dated technology in the office.



Infoshred is registered with the State of Connecticut DEEP for Disassembling Used Electronics. We can offer a schedule of pick-up and destruction for your used electronics that ensures that all data is destroyed and the devices are disposed in a secure and environmentally-friendly manner. You will be issued a Certificate of Destruction.

Don't let electronic pile up in your office, email [Scott Cremens](#) to find out more!

## Join Us for a Seminar: *Cybersecurity on the Rise* May 14th at the Doubletree Hotel at Bradley Airport



Infoshred has joined with MPX and WOLF & Company, P.C. to sponsor a seminar on this crucial topic with presenter Michael Kanarellis, IT Assurance and Security Senior Manager, Wolf & Company, P.C.

At the seminar you will receive an update on the current threat landscape and what you should be doing to address the most prevalent information security issues such as a review of NIST's new Cybersecurity Framework, cloud security concerns, vendor management risks and how to defend against phishing email attacks.

**Thursday, May 14th 8:15am – 11:00am Doubletree Hotel at Bradley Airport**  
Continental Breakfast & Registration at 8:15 am, Seminar 9:00– 1:00 am  
[Directions](#)

Space is Limited! If you plan attend, please register by May 6th [Register Now](#)

## Providing Opportunity



Current Project Worth student Nick with Infoshred's Sam Lombardo

### Project Worth Student

For over 10 years Infoshred has accepted South Windsor students from the Project Worth Young Adult Academy. Project Worth is designed to provide 18–21 year old students with disabilities the opportunity to participate in a variety of vocational, social and independent living activities.

The Academy provides instruction and training in the classroom and at work sites. Program components include job training, money and budgeting, recreation activities, health education, and independent living skills. The Academy has established partnerships with over 40 business and organizations in the greater South Windsor community.

Infoshred is proud to be a part of this program! Our staff welcomes current Project Worth student Nick twice per week to work along side the warehouse staff. Nick is a 20 year old that enjoys drawing and resides in South Windsor. He is learning new skills and making new friends while the Infoshred staff is learning and growing from Nick as well. Nick is part of our team and the relationship is truly beneficial for all involved.

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



## Helping Hands

Infoshred is proud to be a sponsor the 7th Annual W.R.A.P. (Women Raising Awareness Philanthropically) Luncheon to benefit Channel 3 Kids Camp on April 24, 2015, 11am –2pm

The mission of Channel 3 Kids Camp is to provide fun year-round opportunities to children of all abilities, families, & communities through educational & recreational programs that promote diversity, acceptance and environmental appreciation. The Camp hosts more than 3,500 children year-round on their 350 acre campus located in Andover and Coventry.

[Join us at the luncheon](#) or [read more about Channel 3 Kids Camp.](#)

7th Annual  
**W.R.A.P.**  
**luncheon**  
*Women Raising Awareness Philanthropically*




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### Food for Thought



**Advice from a Tree:**  
Stand tall and proud.  
Go out on a limb.  
Remember your roots.  
Drink plenty of water.  
Be content with your natural beauty.  
Enjoy the view!  
– Ilan Shamir

### Frank's Corner



Office Mascot & Supplemental Security Officer, Frank, is ready for spring. He will be happy to shed his jacket for the warming temperatures

## Did You Know

**After 15 years, identity theft is still the top FTC complaint**

[Read more](#)



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