



www.completedocumentdisposal.com.au

Complete Document Disposal specialises in the shredding and destruction of your confidential records.

We provide a regular or one off service removing and securely disposing of all your confidential but unwanted items.

All documents are shredded under supervision to ensure your confidentiality and compliance with current Privacy legislation. We can assist in the shredding and destruction of out of date archives, redundant files, and records no longer required thus freeing up valuable floor and storage space that can be more productively put to use.

We remove and destroy:

- **Documents, Old Files and Archive Boxes**
- **Confidential Client Records, Employee records and pay records**
- **X Rays and film negatives, Tapes and CD's and Company Stamps**
- **Credit and Access Cards, Security passes, and ID tags.**

Each disposal is completed in accordance with the requirements of the current Privacy Act Provisions (Privacy Acts 1998 and 2001 and 2000 as amended 2002) and a certificate of destruction is provided for each service.



240 litre Wheelie Bin

For larger volume requirements or infrequent pick up services.



25 litre Paper Bags

When space is at a premium or more frequent pick up services are required.



40 litre Archive Box

For location under desk or within work station areas and where space is at a premium.



25 litre Paper Bags

Identified as classified waste sealed on site for destruction and unopened after leaving your premises.