



## Preparing for a Records Purge

**Yes**



**No**



### Purge Checklist

Verify record retention requirements



Sort & properly label records for destruction - **NOTE: X-rays\* must be separated from paper**

Prepare items - remove from binders or metal clips



Box up records or documents

Call us at BWS to schedule your pick up!

Customer/Client Information  
Employee Records  
Patient Records  
X-rays\* (**separating required**)  
Pay Slips  
Tax Forms  
Bank Statements  
Accounting Records  
SSN or Credit Card Statements

Sharps  
Medical Waste  
Pill Bottles  
Regular Trash  
Plastic Bottles  
Liquid Waste  
Binder Clips or Paper Clips  
Hazardous Waste  
Other Metal Objects

### IMPORTANT

- **\*NOTICE: Paper and X-ray waste must be separated** prior to pick up. Disposal rate increases if separating of paper and X-ray waste is performed by BWS.
- Verify local, state, and federal retention policies and lifecycle of documents/records by category.
- Documents/Records/X-rays must be properly packaged prior to pick up.

## Ongoing Console Service Options

*Cost-efficient, safe, and compliant*

- Flexible schedule options to **suit your business needs**
- Weekly, bi-weekly, monthly & every 8 week schedules
- More **convenient** than labor-intense purges of large quantities of documents
- **Save time** versus managing sensitive document shredding on your own
- Tamper-proof console **decreases liability**



Dimensions

19" W x 17" D x 35" H

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*Consoles remain property of BWS Inc. Damaged consoles or failure to arrange console pick up within 10 business days of service will result in a \$150 fee.*