



Phoenix Business Journal: Why You Should Really Think Twice Before Shredding That Office Document

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Shayna Balch was a guest blogger for the *Phoenix Business Journal* on July 29, 2014.

As a business owner, it makes sense to destroy sensitive documents that could fall into the wrong hands. However, when dealing with employee files and other important business documents, there are a number of rules and regulations employers must follow in order to stay in good graces with state and federal regulators.

Employers should:

- Know which laws apply to your business
- Know the rules for compiling records
- Not rely solely on electronic storage
- Set a schedule for maintaining records

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