

## Now is the time to take action and let *Interior Vault...*

- Free up space
- Eliminate unnecessary theft and security risks
- Avoid provincial and federal fines
- Get rid of old, outdated, and useless files

## Not sure what materials to purge? Here are just a few...

- Invoices
- Customer Lists
- Employee Applications
- Out-of-date Sales Literature
- Bank Statements
- Sales Figures
- Marketing/Advertising Plans
- Contracts
- Canceled Checks
- Cash Books
- Credit Card Receipts
- Computer Printouts
- New Product Designs
- Financial Statement
- Insurance Records
- Cash Books
- Credit Card Receipts
- Computer Printouts
- New Product Designs
- Financial Statement
- Insurance Records

## Don't forget these other media types...

- X-Rays
- CD's
- Back-up Disks
- Floppy Disks
- Cassette/audio tapes
- Microfilm
  - Microfiche
  - Hard Drives

And more.....