



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- Get rid of old, outdated, and useless files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- Out-of-date Sales Literature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
- New Product Designs
- Financial Statement
- Insurance Records

Don't forget these other media:

- X-Rays
- CD's
- Back-up Disks
- Hard Drives
 - Cell phones
 - Tablets
 - All electronic storage media