

## Document Destruction



- Collection trucks equipped with GPS
- National Association for Information Destruction (NAID) member
- Secured Document Alliance (SDA) member
- Paper is shredded to 5/16" (smaller than 5/8" industry standard)
- Shredding process meets stringent federal specifications
- Health Insurance Portability and Accountability Act (HIPAA) Business Associate Agreements provided

## What We Can Do For **YOUR** Business

- Provide locking containers at no additional charge for storage of your confidential documents
- Provide scheduled collection of secure documents
- Allow web-based viewing of documents being shredded
- Fax/email "Certificate of Destruction" to your business after the destruction of all documents
- Ensure all paper is pulped and recycled
- Provide optimal customer service to ensure your satisfaction



## For Added Safety and Security

- Closed-circuit video monitoring of all shredding
- 24-hour security monitoring and video storage for 90 days
- All staff are trained on confidentiality practices
- All staff are required to pass state and federal background checks
- All staff participate in random drug/alcohol testing
- All staff are insured and bonded



**If we cannot keep your business with our expertise and customer service, you should go to a competitor!**

**No long term contracts to tie you into our services!**

Orange Grove Center provides meaningful jobs and training opportunities for people with intellectual disabilities. Document destruction has proven to be a wonderful niche for the people we serve.

Because of this, we take great pride in ensuring that we provide superb service and surpass industry standards at every turn.

Orange Grove Center is a member of the Tennessee Recycling Coalition. We have been recycling for 21 years, and have now expanded our services to include secure document destruction.

**We want to meet your company's document destruction and recycling needs.**

For questions, or to schedule service, contact:

Nikki Rozzell  
Business Development Manager  
(423) 493-2944  
nrozzell@orangegrove.org

Orange Grove Center is a private, non-profit 501(c)(3) organization serving adults and children with intellectual disabilities.

Established in 1953, Orange Grove Center now serves approximately 700 individuals with disabilities, and employs approximately 750 professional staff members to provide a wide array of community services.

Additional information:

Orange Grove Center  
615 Derby Street  
Chattanooga, TN 37404  
(423) 629-1451 (main line)  
(423) 624-1294 (fax)

John F. Germ Recycling Center  
460 Dodson Avenue  
Chattanooga, TN 37404

Visit us on the web at:  
[www.orangegrovecenter.org](http://www.orangegrovecenter.org)



## ORANGE GROVE CENTER Document Destruction

### Better Shred than Read!



Let us meet your document  
destruction needs!



*"Orange Grove Center is funded (in part) by the Tennessee Division of Intellectual Disability Services, Tennessee Department of Health, Tennessee Division of Rehabilitation Services, United Way of Hamilton County, Hamilton County Government, USDA, TDOT and many private contributors."*

*Under Title VI of the Civil Rights Act of 1964, federal law protects individuals from discrimination. Facilities, programs and services sponsored by Orange Grove Center are available to all eligible persons regardless of race, color, national origin, age, sex or disability.*