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## Legal and Regulatory Violations (Chart)

### What Types of Data Must be Destroyed?

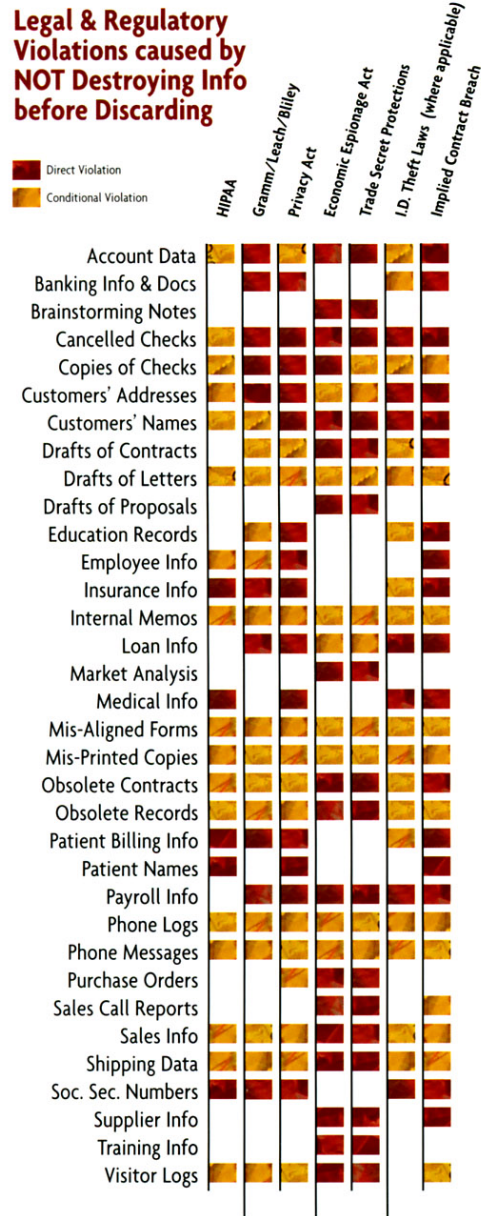
As documented at right, numerous types of sensitive data are mandated by federal and state directives and acts for secure destruction. Failure to adhere to these proscribed directives can result in severe civil/criminal penalties and fines.

The data types referenced in the adjoining column refer to both paper and electronic records.

It is essential that your organization establish strict document life-cycle policies. Rigorous enforcement should be implemented for even casual infractions.

All organizations should take a pro-active position on the retention and destruction of documents and records and be prepared for the challenges posed by e-discovery.

### Legal & Regulatory Violations caused by NOT Destroying Info before Discarding



Source: National Association for Information Destruction