

The National Association for Information Destruction (NAID) recommends destruction of the following:

Account Data	Banking Information	Brainstorming Notes	Cancelled Checks	Copies of Checks
Customer Addresses	Customer Names	Drafts of contracts	Drafts of Letters	Drafts of Proposals
Education Records	Employee Information	Insurance Information	Internal Memos	Loan Information
Market Analysis	Medical Information	Misaligned Forms	Misprinted Copies	Obsolete Records
Patient Billing Information	Patient Names	Payroll Information	Phone Logs	Phone Messages
Purchase Orders	Sales Call Reports	Sales Information	Shipping Data	Social Security Numbers

