

# What level of security do you need?


Your security needs depend on the confidentiality of the materials you are shredding. There are 4 main levels of security; the higher the level of security, the smaller the cut size.

## STRIP - CUT

A strip cut shredder, level P-2, will provide basic security. Strip cut shreds are typically a  $7/32$ " of an inch wide and as long as the document being shredded. This means that an  $8\frac{1}{2}$ " x 11" sheet of paper will be shredded into approximately 39 particles or strips.

**Basic Security - Level P-2**

Use for documents with low confidentiality need.




## CROSS - CUT

With cross cut shredders (Level P-3 and P-4), paper becomes extremely difficult to assemble and read. Standard cross cut shreds are typically  $5/32$ " x 2". So an  $8\frac{1}{2}$ " x 11" sheet of paper will be shredded into approximately 300 particles. That's a significant increase from the strip cut shredder, providing you with very strong security.

**Higher Security - Level P-3 & P-4**

Enhanced security for highly confidential documents.

$5/32$ " x 2" - 302 particles per sheet	$5/32$ " x 1-1/2" - 397 particles per sheet
<div style="border: 1px solid black; width: 100%; height: 15px; margin-top: 5px;"></div> Level P-3	<div style="border: 1px solid black; width: 100%; height: 15px; margin-top: 5px;"></div> Level P-4




## MICRO - CUT

If you are shredding highly confidential documents and you desire an even higher level of security, then you should consider a micro-cut shredder (level P-5 and P-6). A standard cut size for a micro-cut shredder is  $5/64$ " x  $5/16$ ". This means that shredding an  $8\frac{1}{2}$ " x 11" sheet of paper with a micro-cut shredder could result in 3,700-6,200 particles, depending on model.

**Ultimate Security - Level P-5 & P-6**

Superior security for highly confidential documents.

$5/64$ " x $5/16$ " - 3,770 particles per sheet	$1/32$ " x $1/2$ " - 6,284 particles per sheet
<div style="border: 1px solid black; width: 100%; height: 10px; margin-top: 5px;"></div>	<div style="border: 1px solid black; width: 100%; height: 10px; margin-top: 5px;"></div>



## HIGH - SECURITY

Government approved high-security shredders provide the highest level of protection. Level P-7 shredders are created for destroying top secret and classified documents, high-security shredders have a  $1/32$ " x  $3/16$ " cut size. This means that shredding a  $8\frac{1}{2}$ " x 11" sheet of paper will result in more than 15,000 particles.

**Government Approved - Level P-7**

Delivers a high level of security protection for top secret and classified documents.

$1/32$ " x  $3/16$ " - 15,081 particles per sheet



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