

Vendor Selection Checklist

Six standards to verify, and the red flags that mean a vendor falls short, before you sign

Not every claim a vendor makes is easy to verify on the spot. Use this checklist during vendor calls or site visits, and check off each item only once you've confirmed it directly, not just heard it mentioned in a sales pitch.

Standard		What It Means	Reference	Red Flags
☐	NAID AAA Certification	Independently audited against security standards covering both on-site and off-site destruction, chain of custody, employee screening, and facility access. The most widely accepted benchmark for secure destruction vendors. Ask for the certificate and confirm current status.	i-SIGMA / NAID AAA isigmaonline.org/service-locator	No credential or third-party certification.
☐	NIST 800-88 Compliance	Covers destruction of hard drives, SSDs, and other electronic storage. A paper shredding certification alone does not cover digital media, so ask specifically how electronic devices are sanitized or destroyed.	NIST Special Publication 800-88, Rev. 1	Can't explain how they comply with NIST Clear, Purge, and Destroy standards.
☐	Certificates of Destruction	Documented proof issued for every service, not just an invoice. This is what shows a regulator you met your obligation if you're ever audited. Ongoing access to your historical records is a meaningful bonus.	NAID AAA Certification Program	Not provided, or doesn't include dates, item details, names, and signatures.
☐	Chain of Custody	Locked containers, sealed transport, and controlled facility access should account for the gap between pickup and destruction. Ask what happens at final disposal, too, including whether materials are recycled responsibly.	NAID AAA Certification Program	Can't provide details about recipients of destroyed materials or final disposition.
☐	Service Consistency	An unpredictable pickup schedule creates gaps where sensitive material piles up between visits. Look for regular scheduled service plus on-call pickups available for overflow.	Vendor Service Agreement	Not willing to commit to specific service dates or a dependable schedule.
☐	Core Business Focus	Some regional waste haulers offer shredding as an add-on to a general trash contract. That's a different business model than a company built specifically around secure destruction. Ask directly how much of their business is dedicated to destruction versus general hauling.	Vendor Due Diligence	Information security isn't their main focus, just an add-on.

Score Your Current or Prospective Vendor

- 6 of 6 checked

A genuinely compliance-focused partner. Keep the paperwork on file.
- 4 to 5 checked

Solid, but ask follow-up questions about whatever's missing before you sign.
- 3 or fewer checked

Worth getting a second quote from a certified vendor for comparison.

Companion checklist to iSecure's blog post, "On-Site or Off-Site Shredding? What Oregon Businesses Should Know Before Choosing a Vendor." Read the full article at i-secure.co/blog.