



What's in your trash?

- If it's a wadded up piece of paper with sensitive or sensitive-enhanced information, you're doing something wrong. Properly dispose of this information when no longer needed. Cross-shred documents or lock them in a file cabinet or desk drawer.
- Follow USPS data and legal retention requirements. If you don't know what they are, find out.

The Postal Service takes pride in maintaining public trust and protecting employee and business customer information.

And that's smart business.