**Chapter 08 project**

Considering every one of those three hundred employees will make heavy use of a paper shredder every day, I would choose to distribute personal paper shredder at each desk of the three hundred employees. The most affordable paper shredders are of the 6-sheet cross-cut shredder type which can only shred paper. Since these employees will only be shredding paper document, I feel this would be the most appropriate course of action. Having a paper shredder at every desk will also diminish the possibility of papers with sensitive information being forgotten and possibly get exposed outside of company personnel by the likes of janitors. Considering the price of these type of paper shredder range from $25 – $30 dollars each, the total price for three hundred paper shredders will range between $7500 - $9000 not considering tax amount.

Let’s say the budget I can spend is limited, then I would propose to options like one paper shredder for every two employees, increasing the number of employees for each paper shredder according to the budget I may have. This way the total price for the paper shredders would be significantly reduced, while keeping the risk of forgetting or losing papers with sensitive information low as compared to having dedicated paper shredders with each printer of the office.

Like stated before, the most important factor for consideration is how frequent the shredding is taking place in the business. Once again considering every one of those three hundred employees will make very light use of the paper shredders, a more conservative approach might be the best option. One of the options presented in the project description is secure shred bins where the shredding occurs once a week with the presence of a security guard. The most important factor to consider in this example is the safety of this procedure, since like stated before, this adds an extra step all three hundred employees will need to do. This increases the chances of forgetting or losing papers with sensitive information along the course of the week. Some type of security measure would be needed to effectively operate in this form.

Once again if money is an important factor to be considered, I think this is the most effective way to save as much money while keeping the information safe from external sources. The only extra expense would hire a security guard, which according to Indeed.com the average salary for a security guard in Shreveport is of $10.35 per hour. This also depends on the level of sensitivity of the information being handled. Alternatives like security cameras could be implemented for lower levels of sensitivity while more secure methods like the security guard could only be used for higher level documents. This way cost will be spent according to the needs of that specific week.