Confidential Document Disposal Statement

MacInnes Bros Ltd currently has secure locked premises for storage of the above.

Document time scales are monitored and any documents selected for disposal are signed off by our Managing Director prior to disposal.

The documents are then put onto a pallet and shrink wrapped within our premises and transported to our Inverness Depot where they are collected by Ord Storage Services Ltd for disposal.

On completion we are issued a certificate from the supplier confirming the documents have been shredded.

Ewen P MacInnes
Managing Director
On behalf of MacInnes Bros Ltd
18th January 2021

(Review date 17/01/2022)