

Article I: Approved Methods of Destruction

Katz's Deli sets forth the following requirements for destruction of manuscript. Manuscript exists in six distinct installments, referred to here as "chapters." Only one chapter may exist at a time. Chapters may exist as either paper records or digital files. No exact method of destruction for each of the six chapters can be replicated. Where possible, recycling following destruction is encouraged.

- (a) For paper chapters appropriate destruction methods include burning, pulping, pulverizing, mechanical shredding, manual shredding, redacting, or macerating.
- (b) For digital chapters appropriate destruction methods include physical destruction of storage media such as by shredding, crushing, or incineration; high-level overwriting that renders the data unrecoverable; manual deletion of text in an unsaved word processing document.