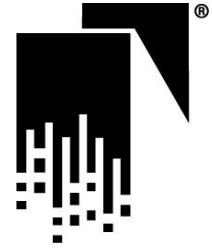


2013 NAID[®] Candidate Information Form



SECTION I: CANDIDATE PROFILE INFORMATION

Name: R. Stephen Richards

Title: President & CEO

Company Name: Richards & Richards Office Records Management, Inc.

City: Nashville State/Province: TN

Email Address: steve@richardsandrichards.com

I accept the nomination for the NAID Board of Directors position of Treasurer.

NAID member since (NAID will verify/confirm):

Question 1: Do you and/or your company's owners understand the time and financial commitment that is required of you if elected? (Check one)

YES, it was completely explained to me. NO

Question 2a: Do you own more than 5% ownership in any other secure information destruction company?

YES NO

Question 2b: If the answer to Question 2a is YES, please provide the details.

Question 3: Has the firm you represent been sanctioned or fined by the NAID Board of Directors for any reason in the last 24 months?

YES NO

Question 4a: Are you a currently a member of any marketing consortium (i.e., Secure Destruction Alliance, National Records Centers, North American Shredding)?

YES NO

Question 4b: If the answer to Question 4a is YES, please list all marketing group consortiums or associations with which the firm you represent is affiliated, and provide whatever details you may feel would be useful to NAID members in determining their vote.

Question 5: In your opinion, what should be the most important goals for NAID over the course of the next 12 months?

1. Increase in number of those not involved in NAID getting involved – it is good seeing new faces on committees.
2. Increase the level of voting in elections for board of directors and executive offices
3. Strengthening/enhancing the CSDS program through training, testing and participation of its members in a speakers bureau, to be developed

4. Defining and changing some of the AAA certification processes that are weak or biased
5. Privacy legislation on the state level
6. Provide additional levels of training for members (new, mid-level and advanced) in operations, sales and human resources
7. Increasing NAID conference attendance
8. Enhanced education for new members moving towards obtaining AAA certification.
9. Establishing a mentoring program for new members.
10. Encouraging NAID members to obtain AAA certification
11. Increase NAID membership by looking for those companies in the industry that are not members
12. Seeking initiatives with other records management organizations such as ARMA, PRISM, and the Data Protection Association

Question 6: What experiences and background qualify you for the position on the NAID Board of Directors?

I have been in the records and information management industry for 26 years and in the shredding business for 22 years. I have served on the Board of Directors of NAID for the past two years (2011-2013), served two (2) three year terms on the Board of Directors of PRISM (as ACRC and PRISM) also serving on the Executive Committee as the Secretary for one (1) year. I served as the Chairman of the PRISM Annual Conference in 1996, the Chairman of the 40th ARMA International Conference in 1995, served on three (3) Data Protection Association Conference Committees (2010-2012), served on three NAID Conference Committees (one as chair) and served as the Chairman of the ARMA/PRISM Joint Symposium. I've served on numerous committees for each organization, many on the local, state and national level. I am a charter member of the Data Protection Association (DPA) and currently serve as the President. I am fortunate to have several good friends in this industry on a local, national and international level.

Question 7: Please give a brief history of your involvement in the secure destruction industry, such as length of time, size of company, ownership or management, onsite or offsite or both, geographical location, NAID involvement, etc.

We started Richards & Richards as a records storage company in 1987. We started Smith & Richards in Knoxville in 1991 and Vance & Richards in Memphis in 1992. We purchased our first shredder in 1990 (a SEM disintegrator) and an Intimus shredder in 1994. We have six (6) shredders now, the largest of which is an Amerishred 125 hp shredder plant-based machine with baler. We have equipment to shred paper, product, media, tape and computer hard drives.

We have 55 employees and operate out of a 251,000 square foot records center. Our DataVault is in a separate location.

We own 100% of our company. Five (5) principals of the company have a total of 97 years of experience in records management.

We are a plant-based shredding company only.

I am currently a member of the Board of Directors, completing a two-year term. I am currently the 2013 NAID Conference Chairman. I have served on the NAID Conference Committee previously and have attended many of the international conferences, the first of which I attended was in Scottsdale, Az in 1997.

We are active in every organization we are members and are always pleased to contribute to our industry whenever we can.

Question 8: Do you agree that the information recorded on this NAID Candidate Information Sheet is accurate, complete and provided in the spirit of full disclosure?

YES NO

Question 9: Do you agree and understand that providing false or misleading information in this form, or withholding information requested in this form, regardless of when that fact is established, violates the NAID Code of Ethics and could lead to a complaint submitted to the Complaint Resolution Council on behalf of the NAID Board of Directors?

YES NO

Question 10: Do you give NAID permission and discretion to post or publish this form, or the information provided in this form, in a manner that facilitates review by all NAID members?

YES NO