

Confidential Paper

The Office of Waste Reduction and Recycling provides Confidential Paper Recycling Services to UNC Offices. Confidential Paper (CP) recycling allows departments to recycle confidential documents in a secure manner.

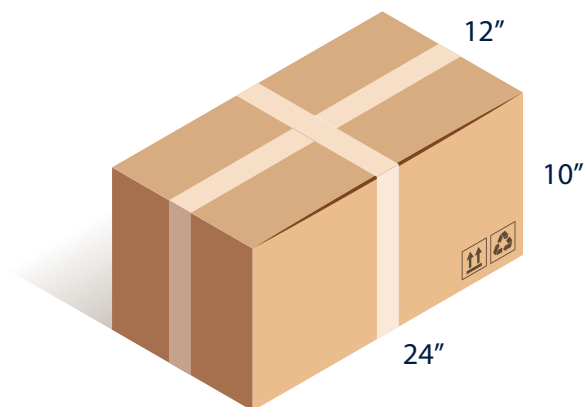


Preparing Confidential Paper

1. Place paper in a box labeled "Confidential Recycling".
2. Paper must be free of binders, clips, rubber bands, carbon paper, photographs, hanging folders and other non-paper items.
3. Request a Confidential Paper Pick-up online: go.unc.edu/recycling
4. OWRR will schedule your pick-up.
5. Confidential Paper is stored in a locked area until it is picked up by a local contractor for secure destruction.

Guidelines

- Box must not be larger than 24" long X 10" high x 12" deep. Ensure boxes are securely taped or otherwise sealed to maintain confidentiality.
- There is a \$10 charge per box of CP for pick-up and destruction.
- Pre-shredded confidential paper must be bagged and can be placed next to your office Mixed Paper Bin.
- For electronic media storage devices, contact UNC Surplus for destruction.
- OWRR cannot pick up more than 20 boxes of CP at a time. Requests for more than 20 boxes will require multiple pick-ups. If you need immediate service, visit our website to find alternative contractors for document destruction.



Accepted Materials

- Items with Social Security Numbers
- Personnel and Payroll Records
- Academic Records
- Medical Information

NOT Accepted:

The following items are considered non-confidential*:

- Booklets
- Tests
- Magazines
- Junk Mail

*Please review our Temporary Cart Program to recycle large volumes of non-confidential paper. Visit our website below for more information.

Questions?

go.unc.edu/recycling
recycling@facilities.unc.edu
919-962-1442



FINANCE AND OPERATIONS
Facilities Services