

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.

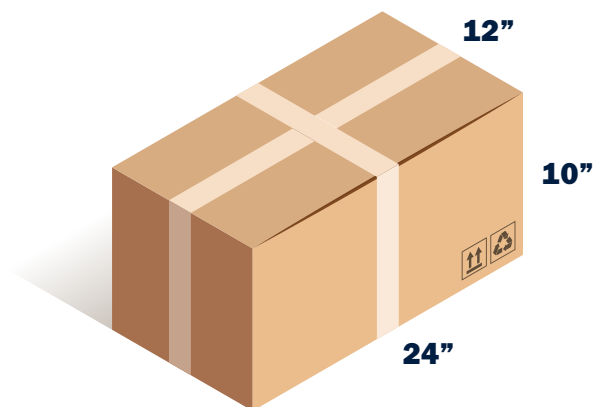


Preparing Confidential Paper

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.
- 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
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FINANCE AND OPERATIONS
Facilities Services