

From: [Facilities](#)
To:
Subject: Change of Service on Campus
Date: Monday, June 9, 2025 9:14:46 AM

Facilities

June 9, 2025

As a Facilities shredding customer on campus, we would like to notify you of a change regarding the shredding contract.

With increasing use of electronic document distribution, we've seen a continual reduction in the volume of materials being collected by our outsourced confidential shredding vendor. This, combined with the impact of the budget reductions being made campus wide, have led us to the decision to terminate this service. Departments will need to continue to comply with confidential document destruction requirements, but with the selection of methods of doing so within their responsibility. Confidential document destruction (shredding) service will not be provided by UNH Facilities in FY'26 and thereafter. Shredding bins and totes across campus will be removed from campus immediately after the June 26 collection/shredding.

Please continue to take care with documents containing confidential, sensitive, FERPA- or HIPPA-protected information. Paper or other physical copies of confidential information should NEVER be thrown away in a dumpster, recycle bin, or office trashcan. Cross-cut shredding, burning, pulping, and pulverizing are the only way these records should be destroyed before disposal.

We're hopeful that the need for shredding across campus will continue to decrease, but understand in some locations the purchase of shredding equipment will be necessary. To minimize budget impact, it is requested that units located in the same building coordinate shredding needs and purchases and share shredding equipment where it makes sense.

Please share this information with those in your department or building who use your shredding bin or tote.

Thank you in advance for your assistance and understanding.

[The University of New Hampshire Facilities](#)

Facilities Control Center: (603) 862-1437

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