



**FACILITIES AND CAMPUS ENVIRONMENT COMMITTEE**

College of Micronesia-FSM

P.O. Box 159 Kolonia

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Action Memorandum

Sunday, February 9, 2014

**To:** Vice-President for Administration \_\_\_\_  
**Through:** Director of Maintenance, Facilities, and Security \_\_\_\_  
**CC:** President, Chief of Security, Campus Deans and Directors  
**From:** Dana Lee Ling, Chair, Facilities and Campus Environment committee  
**Re:** Recommendation to determine feasibility of secure destruction of privacy protected documents

The Facilities and Campus Environment committee on the seventh day of the second month of two thousand and fourteen recommended that the Director of Maintenance, Facilities, and Security determine the feasibility of having a system in place for the secure dropping off of and subsequent destruction of documents produced by faculty which contain Family Educational Rights and Privacy Act protected information such as names and grades. The recommendation includes having maintenance personnel, in coordination with the campus dean or director, at each campus determine the feasibility of secure destruction of documents systems.

Background information: Divisions which have attempted to use paper shredders have experienced shredder life spans of a year and less. The recommendation is to explore the feasibility of other options such as an incinerator for document destruction.