



# North Carolina Department of Administration

Beverly Eaves Perdue, Governor  
Moses Carey, Jr., Secretary

Facility Management Division  
S. Tony Jordan, Jr., Director

## 2010 Telephone Book Recycling Program

The Department of Administration will serve as one of the host sites for the collection of old telephone books as requested by the City of Raleigh. The Administration Building located at 116 West Jones Street will host the collection of telephone books until **May 1, 2010**. This container will be stored in the parking lot of the Administration Building which is accessible off McDowell and Lane Streets.

State Agencies are reminded that telephone books must not be placed into trash cans or recycling containers. Telephone books are made from recycled materials which contain dyes and adhesives. These recycled products are classified as "end of life" items and must be disposed of properly to prevent them from going into the landfills.

State Agencies located within the City of Raleigh and Wake County are encouraged to recycle old telephone books using free resources made possible by the City of Raleigh and Wake County. To facilitate access to the special containers, the City of Raleigh has posted a listing of all sites accepting old telephone books at [www.raleigh-nc.org](http://www.raleigh-nc.org). Wake County Convenience Centers are available to State Agencies year round. A list of sites is available at <http://www.wakegov.com/recycling/business/multimaterialdropoff.htm>

All Recycling Coordinators and/or Building Coordinators are requested to make this information about the Telephone Book Recycling Program available to all state employees. For additional assistance or information, contact Patricia Scurlock at (919) 733-3855 or send an email to [recycling.coordinator@doa.nc.gov](mailto:recycling.coordinator@doa.nc.gov)

### Telephone Books Available Online

In the past, North Carolina State Government offices have ordered or received telephone books from companies such as AT&T, The Talking Phone Book, and Verizon. In many cases, duplicate and triplicate copies of telephone books serving the same geographical area were delivered. Eventually, thousands of old and new telephone books must be recycled which costs the state time and money. To prevent duplication and increased recycling fees, the AT&T Telephone Directory is the only telephone book that should be accepted by State Agencies.

- ❖ The AT&T telephone book is available online at <http://www.realpageslive.com/>
- ❖ Employees are encouraged to use electronic versions instead of ordering hard copies of telephone directories.
- ❖ Contact Telephone Book Companies to remove new telephone books received in duplicate, triplicate or where an order has not been placed by the Department of Administration for delivery.

**Mailing Address:**  
1313 Mail Service Center  
Raleigh, NC 27699-1313

**Telephone 919-733-3855**  
Fax 919-733-1430  
State Courier Number: 56-54-04

**Location:**  
431 North Salisbury Street  
Raleigh, North Carolina