

TO: ALL SHELBY COUNTY SCHOOLS AND ADMINISTRATIVE OFFICES  
FROM: ROBERT REED, DIRECTOR, CUSTODIAL AND GROUNDS OPERATIONS  
SUBJECT: VITAL RECORDS CONTROL SHREDDING SERVICES  
DATE: May 12, 2016

Shelby County Schools has an agreement for shredding services with Vital Records Control (VRC).

**Shredding Service**

There are (2) types of services available: Onsite Destruction and Offsite Destruction.

**Onsite Destruction service**

Secure containers are placed in appropriate locations throughout your premises  
Scheduled contents of the containers are transferred to secure vehicles on site  
Materials are shredded and transferred to VRC's secure facilities  
After shredding a certificate of the destruction is provided

**Onsite Destruction service charges**

Ongoing schedule services price/pound	\$0.09 per pound
1.3cf box destruction	\$3.00 per box
"Large" Bankers (2.7cf box)	\$4.00 per box
32-Gal or Console Capacity	\$10.00 per console
64-65 Gal Bin	\$12.00 per bin
96-Gal Bin	\$12.00 per bin
Minimum Service Fee	\$40.00
One-Time/Annual Purge	\$.09 per pound
Large purge pallet price	\$125**per pallet

\*\*Estimating (40) 1.3cf boxes per pallet @ \$3.00. 1.3cf box=\$125/pallet. Minimum is (27) 1.3cf boxes. Pricing is based on project and VRC can provide further discounts as the project size increases.

## Offsite Destruction Service

For ongoing services, secure containers are placed in appropriate locations throughout your premises

Scheduled contents of the containers are transferred to secure vehicles

Materials are delivered to destruction centers

After shredding a certificate of the destruction is provided

## Offsite Destruction Service Charge

Ongoing scheduled service price/pound	\$0.05 per pound
1.3cf Box destruction	\$3.00 per box
"Large" bankers (2.7cf)	\$3.00 per box
32 Gal or Console Capacity	\$4.00 per box
64-65 Gal Bin	\$4.00 per bin
96-Gal	\$4.00 per bin
Minimum Service Fee	\$30.00
One-time/annual purge	\$0.05 per pound
Large purge pallet price	\$100.00** per pallet

\*\*Estimating (40) 1.3cf boxes per pallet @ \$2.50/1.3cf box=\$100/pallet. Minimum is (27) 1.3cf boxes. Pricing is based on project size and VRC can provide further discounts as the project size increases.

Pricing incurred by utilizing VRC services will be the responsibility of each school or department. Invoices will likewise be sent to each respective school or department.

## VRC Contact Info

For setting up shredding services, contact Greg Shaw at [gshaw@vrcoftn.com](mailto:gshaw@vrcoftn.com) or 901-363-6555. For more information on shredding visit [www.vrcoftn.com](http://www.vrcoftn.com)