

Shredding Services

Vendors:

The City of Hampton currently has a contract for shredding services. Any department that desires to utilize this service within their department should contact [Debbie Whitley \(757-727-2196\)](#) in Consolidated Procurement. Shredding service were awarded as follows:

- **VRC (Vital Records Control):** for consoles and purge items that each department might be in need of.
 - Weekly, bi-weekly or monthly purge is available.
 - Consoles are \$8.00 each.
 - 64 gallon bins are \$16.00 each
 - 95 gallon bins are \$24.00 each.
 - Boxes are \$3.00 each. (Boxes are standard records/bankers boxes – 1.2 cubic feet)
 - File drawer boxes are \$4.50 each.

To request services, departments must submit a request to Procurement. Procurement will work with each department to establish a purchase order for payment purposes, and contact the appropriate vendor who will deliver the required containers.

In-House:

The IT department offers free small batch shredding for those departments that need shredding service.

To request services, please contact the [Records Manager at 757-727-6686](#).