

InterMountain Record Center, Inc.

FREQUENTLY ASKED QUESTIONS

DESTRUCTION

How do you charge for shredding services?

Three cost components constitute our shredding service fees. The first component is a pick-up charge per hour for loading the records from an access door at your facility into our truck. You can eliminate this component by dropping off your records at our facility. The second component is the shredding charges per pound of records shredded. The third component is a proportion of the mileage for out-of-town clients on our statewide routes. Please request our rate brochure for the specific rates associated with the services you require!

Do I have to sign a contract for your shredding services?

There is no contract for our shredding services. We prefer you do business with IRC because we do a great job of providing service to you. We do require an Authorization for Destruction in order to perform these services. We have an on-demand Authorization or a Blanket Authorization for our regularly scheduled clients. Both forms are available via a link from our Storage & Destruction Tab.

What kind of containers do you have available?

We provide used bankers boxes or open 55 gallon barrels at no charge. We offer 64 gallon cart and 45 gallon console locking containers with a one time security deposit refundable upon return of the container.

How is the shredding done?

IRC is a fixed based shredding service which means we pick up the records and transport them to our facility in Casper for destruction. We sort the records into containers for white, office pack, non-records and non-recyclable content. We shred all records and recycle all shred and non-records. We hold our shred as secure and confidential as the whole records. Shredding is done on 2 commercial size shredders onto a conveyor belt which moves the shred into our horizontal auto-ram baler to create 1200 lb bales. The non-records

(newspapers, magazines, phonebooks etc) are transported whole in a pallet sized gaylord box. These gaylord boxes and bales are loaded into a secure semi-trailer which is picked up by our recycling partner, The ARK, and transported to Laramie.

Do you recycle the shredded paper?

Yes, 99% of all records are recycled. The bales of shredded paper are transferred in Laramie by the ARK directly to the paper mill semi-trailer for transportation to the mill to be pulped into recycled paper products. The non-records are hammer-milled and treated with fire retardant to make blown-in insulation for the building industry! Only 1% of all records sent for shredding cannot be recycled. Go green with IRC!!

Is there a minimum charge for shredding service?

Yes, we have a nominal minimum for all our services. However, in order to accommodate our residential customers who have a very small volume of records for shredding, we leave minimum invoices open for 30 days to allow our valued clients to bring more of their records in for destruction. We honor the paid minimum invoice up to the equivalent pounds for open shredding services. Please request our rate brochure for the specific rates associated with the services you require!

How often do you run your statewide routes?

We currently run our routes every 8 weeks on Thursdays.

What if weather interrupts your scheduled routes?

If a route cannot be run on the scheduled day then it will be attempted on the next available business days until fulfilled. We only cancel routes due to high wind, bad roads or mechanical failure of our truck.