



RONNY LOTT

MADISON COUNTY CHANCERY CLERK

P. O. Box 404

CANTON, MS 39046

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MEMORANDUM

TO: Madison County Board of Supervisors

FROM: Ronny Lott, Chancery Clerk

DATE: June 20, 2025

RE: Records Management – Quote for Storage

I am requesting approval for the attached quote from Sun City Records Management. The facility that has housed duplicate copies of our historical land records has permanently closed its doors and moved our records to a short-term storage facility. The attached quote is for long-term storage. We have roughly 165 boxes of hard copies, 1 box of microfilm and 7 boxes of microfiche that will need climate-controlled storage. We also need to be able to have fast retrieval/delivery as to any documents that we may need, which Sun City offers. Thank you for your consideration in this matter.



STORAGE AND SERVICES AGREEMENT

RECORDS MANAGEMENT

Quote for Services

Gena Permenter
Madison County Chancery Clerk
P O Box 404
Canton, MS 39046
(601) 855-5535
gena.permenter@madison-co.com

\$0.38 per box per month
\$25 per upload of scans(200 pages)/ at cost
for secure mailed records
\$3.50 per box set up/ inventory fee waived
upon entry
\$3.50 per file/box retrieved/accessed
\$3.99 per new box (sold in packs of 10)
\$35 minimum per month storage

Login credentials will be provided for login to your entire inventory. All boxes upon entry are placed into your account, and can be sorted and filtered based on the contents, year, box number, entry date, sequence range. We are a full service Records Management facility that can track and retrieve all files and

containers. At the end of the lifespan of the container, it may be permanently deleted from inventory and shred here on site. All our employees are background checked, drug tested, immunized, bonded as of November 1, 2024. Our 103,000 sqft facility has surveillance inside and out, with security guard in place 365 days a year outside of business hours. The entire warehouse is climate maintained; and an annually inspected fire suppression system is installed throughout the facility. We do not share our facility in any capacity with anyone other than the employees of Sun City Records Management.

If you have any other questions please feel free to contact

Tyler Cope
Sun City Shredding
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Tyler Cope Sun City Shredding/Sun City Records Management
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