

HOW TO PREP YOUR BOXES FOR PICKUP

STEP 1

CHOOSE BARCODE LABELS

OPTION 1

Purchase boxes and RFID Blue Labels. Apply RFID Blue Label to create box. Boxes will be sent directly to the shelves for storage.



- Listed Imaged

OPTIONS 2

Purchase and apply one of these special RFID labels for inventory to be Listed or Imaged.

GREEN LABEL

Boxes will be individually listed and stored based on the file and box label information.



ORANGE LABEL

Boxes will be sent to the Document Imaging Center to be imaged for electronic retrieval.



STEP 2

Iron Mountain Connect Users Skip to [STEP 4](#)

FILL OUT THE TRANSMITTAL SHEET

REQUIRED FIELDS

- Customer ID
- Division ID (if division enabled)
- Department ID (if department enabled)
- Barcode Label

OPTIONAL FIELDS

Using the optional fields makes it easier to locate and manage your records. Please complete all optional fields as appropriate. Depending upon how your account is set up (by Division ID or Department ID, for example), your organization may be required to complete some of these optional fields. If you need assistance in learning whether yours does, please contact Customer Care.

SEE REVERSE SIDE

for more information about these optional fields.

STEP 3

WRITE YOUR CUSTOMER ID ON THE LABELS and Affix Labels to the Transmittal Sheet

OPTION 1

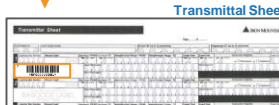
Peel the smaller, identically numbered barcode label from the larger RFID label on the box and place on the Transmittal Sheet.



Box Info Panel for large label



RFID Blue Label



Transmittal Sheet

Place the smaller, identically numbered barcode label on the Transmittal Sheet.

STEP 4

PLACE YOUR PICKUP ORDER

It's easy to manage your inventory (for example, adding box descriptions, etc...) and place your order with Iron Mountain Connect™:

ONLINE

Iron Mountain Connect
www.ironmountainconnect.com

If you cannot use Iron Mountain Connect to place your pickup order, please have this information ready.

- ✓ Customer ID
- ✓ Division (if division enabled)
- ✓ Department (if department enabled)
- ✓ Box count and box size
- ✓ Special instructions for the driver

Phone: 1.800.934.3453

Email: order@ironmountain.com

Fax: 1.800.934.5348

STEP 5

READY FOR PICKUP

- ✓ The driver will come to your site to pick up your boxes.
- ✓ Hand all transmittals to the driver. Please **do not place** transmittals inside the boxes. The driver will scan and take the boxes.
- ✓ Sign the scanner and your order is complete.



YOUR FINAL CHECKLIST

- Are the boxes completely full?
- Are the labels/transmittals complete and in their proper location?
- Are your transmittals ready to hand to the driver? (Remember: DO NOT tape, staple or place the transmittals inside the boxes.)
- Did you advise Iron Mountain of any special instructions for the pickup (steps, lack of an elevator, dock access, hours, etc.)?

TO ORDER SUPPLIES

Iron Mountain Connect™
www.ironmountainconnect.com

HAVE QUESTIONS?

Call Customer Care at
1.800.934.3453

HOW TO FILL OUT THE TRANSMITTAL SHEET

Transmittal Sheet

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IRON MOUNTAIN

CUSTOMER ID: A CUSTOMER NAME: B Division ID* (up to 12 characters): C Department ID* (up to 12 characters): D

Customer Box Number	Record Code*	Date Range FROM Date Range TO	Alpha/Numeric Range FROM	Alpha/Numeric Range TO	Create Date	Event Date	Retention Eligibility	Host Code
1							<input type="checkbox"/> Permanent <input type="checkbox"/> Undefined	
Barcode Label								
2							<input type="checkbox"/> Permanent <input type="checkbox"/> Undefined	
Barcode Label								
3							<input type="checkbox"/> Permanent <input type="checkbox"/> Undefined	
Barcode Label								
4							<input type="checkbox"/> Permanent <input type="checkbox"/> Undefined	
Barcode Label								
5							<input type="checkbox"/> Permanent <input type="checkbox"/> Undefined	
Barcode Label								

Note: Only customers specifically set up to use a Division ID, or a Department ID, or a Retention Record Code should place information in the gray boxes.

PREPARED BY FULL NAME: DATE: DIVISION ID: DEPARTMENT ID: TELEPHONE NO. AND EXTENSION: BLDG NO.

PROVIDE ORIGINAL FORM TO IRON MOUNTAIN RECORDS MANAGEMENT. PHOTOGRAPH THE ORIGINAL AND RETAIN FOR YOUR RECORDS.



RFID-enabled Barcode Labels

- Place label on carton info panel
- Place small label on transmittal sheet (if using a transmittal sheet)

A. CUSTOMER ID (REQUIRED). Write the four- or five-digit number on the transmittal sheet and on the large peel-off barcode label.

Note: If any of your cartons need the files listed individually, please put a green-bordered barcode label on each one. The green label lets Iron Mountain Data Entry know the carton requires individual listing.

B. CUSTOMER NAME. Write your customer name here

C. DIVISION ID. If your account is set up by division, use up to 12 alphanumeric characters to enter the **Division ID** of the department here.

Note: You will use this field only if you are specifically set up to use divisions.

D. DEPARTMENT ID. If your account is set up by department, use up to 12 alphanumeric characters to enter the **Department ID**.

Note: For easy retrieval of inventory if the account is set up by department, it is important to make sure the **Department ID** is noted on the cartons. Incorrect Department IDs will slow down the retrieval of inventory. For billing purposes, Iron Mountain can send records to a Master Department only.

E. CUSTOMER BOX NUMBER. If, for internal tracking purposes, you assigned a carton number other than the SafeKeeper PLUS barcode number, write that number here.

F. RECORD CODE. If you are set up to use extended record codes, complete blocks 7 through 10. Use up to 10 alphanumeric characters.

Note: Only accounts specifically set up to use extended record codes should use blocks 7 through 10. These codes will auto-calculate the destruction dates for inventory and also allow the correct retention period to be automatically assigned to cartons.

G. DATE RANGE FROM/TO. Enter the earliest date and the most recent date (mm/dd/yyyy) of the records in the carton so that retention can be calculated.

H. ALPHANUMERIC RANGE FROM/TO. Enter the beginning and ending alphabetical/numerical ranges of the records, which can be used to describe:

- Name range (Jones through Smith)
- Numeric "field" range (20450 through 20567)
- An alphanumeric "file ID" range (AD123 through BZ784)

HOW TO FILL OUT THE TRANSMITTAL SHEET

Transmittal Sheet IRON MOUNTAIN

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CUSTOMER ID		CUSTOMER NAME				Division ID* (up to 12 characters)				Department ID* (up to 12 characters)			
Customer Box Number	Record Code*	Date Range - FROM	Date Range - TO	Alpha-Numeric Range - FROM	Alpha-Numeric Range - TO	Create Date	Event Date	Destruction Eligibility		Hold Code			
1		MM/DD/YYYY		MM/DD/YYYY		MM/DD/YYYY	MM/DD/YYYY	<input type="checkbox"/> Permanent or <input type="checkbox"/> Undefined		Major Description: M Minor Description: N			
2		MM/DD/YYYY		MM/DD/YYYY		MM/DD/YYYY	MM/DD/YYYY	<input type="checkbox"/> Permanent or <input type="checkbox"/> Undefined		Major Description: M Minor Description: N			
3		MM/DD/YYYY		MM/DD/YYYY		MM/DD/YYYY	MM/DD/YYYY	<input type="checkbox"/> Permanent or <input type="checkbox"/> Undefined		Major Description: M Minor Description: N			
4		MM/DD/YYYY		MM/DD/YYYY		MM/DD/YYYY	MM/DD/YYYY	<input type="checkbox"/> Permanent or <input type="checkbox"/> Undefined		Major Description: M Minor Description: N			
5		MM/DD/YYYY		MM/DD/YYYY		MM/DD/YYYY	MM/DD/YYYY	<input type="checkbox"/> Permanent or <input type="checkbox"/> Undefined		Major Description: M Minor Description: N			

*Note: Only customers specified set up to use a character ID, or a 11 or 12 character Department ID, or a 7 or 8 character Record Code should place information in the gray boxes.

PREPARER'S FULL NAME	DATE	DIVISION ID	DEPARTMENT ID	TELEPHONE NO. AND EXTENSION	FLOOR
PREPARED BY	DATE	DIVISION ID	DEPARTMENT ID	TELEPHONE NO. AND EXTENSION	FLOOR

- I. CREATE DATE.** This date (enter as mm/dd/yyyy) shows when the materials were packaged and labeled for storage or when the records were originally created. Retention can be calculated from this date.
- J. EVENT DATE.** If applicable, write the date (mm/dd/yyyy) of the contents in the carton. Retention can be determined from this date.
- K. DESTRUCTION ELIGIBILITY.** This date shows when the carton is eligible for destruction. Leave this section blank if destruction eligibility is based on record codes (see F). If your account does not use record codes to determine when a carton is eligible for destruction, either:
 - Write in the destruction date (mm/dd/yyyy) or
 - Check one of the destruction indicators: permanent or undefined.**Note:** If your account is not set up to use record codes, it's important that you provide either a destruction date or a destruction indicator to show which cartons are eligible for destruction and which should remain in storage.
- L. HOLD CODE.** This code extends the carton's retention period and needs to be set up in the system before using. If you want the records to be kept permanently, check the box under Destruction Eligibility.
- M. MAJOR DESCRIPTION.** To make identification easier, describe what's in the carton..
- N. MINOR DESCRIPTION.** For additional ease of identification, you can enter more details about the contents of the carton here..
- O. REFERENCE #1.** Use this field for any additional cross-reference information about the carton.
- P. PREPARER'S FULL NAME/DATE/DIVISION ID/DEPARTMENT ID/ TELEPHONE NUMBER (WITH EXTENSION)/FLOOR.** Fill in all of these fields.