

COMPLETING THE TRANSMITTAL FORM/USING THE BARCODE LABEL

SENDING NEW RECORDS TO IRON MOUNTAIN VIA THE TRANSMITTAL FORM

A Transmittal is the medium by which a carton's descriptive information is captured. Iron Mountain provides three types of Transmittals:

- ▶ The easy-to-complete, multi-carton Transmittal Sheet
- ▶ The easy-to-complete, one-carton-at-a-time 3-part Transmittal Form
- ▶ Online data entry by using the Iron Mountain Connect™ records management portal. Please note that if you enter box data online in Iron Mountain Connect, it is not necessary to send paper transmittals to Iron Mountain.

The Transmittal Sheet and Transmittal Form are off-line methods. The Transmittal Sheet accommodates the descriptive information for up to five cartons per Sheet. The Transmittal Form, in triplicate copy, accepts only one carton per Form. Online data entry is available in limited capacity to some Iron Mountain Connect users who are authorized to access the Inventory Maintenance menu. Please note that if you enter box data online in Iron Mountain Connect, it is not necessary to send paper transmittals to Iron Mountain.

The method you use will depend on how your account is set up. Regardless of the method, however, all descriptive information that is captured is provided back to you upon request via inventory reports. Requests for inventory reports can be submitted to Iron Mountain Customer Care or online in Iron Mountain Connect.

THE TRANSMITTAL FORM

As an alternative to the Transmittal Sheet, Iron Mountain also offers the three-ply Transmittal Form, which allows you to provide all of the information required to properly index your records one carton at a time.

COMPLETING THE 3-PART TRANSMITTAL FORM

Complete one Transmittal Form for each new carton to be stored at Iron Mountain. Enter the correct information in the areas indicated, clearly and legibly printing all information. Begin all entries from the left side of each field. Please note that the Iron Mountain systems do not recognize leading zeros in the **DIVISION ID**, **DEPARTMENT ID**, and **RECORD CODE** fields. For example, Department 0001234 would be recognized as Department 1234.

Please note that not all fields may be required; check with Iron Mountain Customer Care or your company's Records Management Department to confirm which fields are required for your company.

Not all fields are required for all companies.
Please contact Customer Care to find out which fields are required

STEP 1:

Complete the Transmittal Form by printing:

- a. Your four- or five-digit **CUSTOMER ID** on both the Transmittal Form and the peel-off Barcode Label (this is a must).
- b. Your **CUSTOMER NAME**.
- c. The **DIVISION ID** of the DEPARTMENT, using up to 12 alphanumeric characters.
NOTE: Only customers specifically setup to use Divisions should utilize the **DIVISION** field.
- d. The **DEPARTMENT ID** of the new carton, using up to 10 alphanumeric characters.
NOTE: Only customers specifically setup to use extended Department IDs should use blocks 11 and 12.
- e. The **RECORD CODE** using up to 6 alphanumeric characters.
NOTE: Only customers specifically setup to use extended Record Codes should use blocks 7 through 10. For accounts that are set up with specific Record Code parameters with Iron Mountain, the Destruction Date or Indicator will be automatically calculated by the Record Code. For accounts that are not set up with Record Codes, the Destruction Date or Indicator can be manually entered in these fields. Contact Iron Mountain Customer Care or your company's Records Management Department to confirm the Record Code parameters for your account with Iron Mountain.
- f. The **DATE RANGE/FROM** and **DATE RANGE/TO**, which are the oldest and most recent dates of the records contained in the carton. Retention can be calculated from these dates. Only valid dates including month, day and year are acceptable here.
- g. The **CREATE DATE**, which is the date that the materials were packaged and labeled for storage; or, the date that the records were actually created. Retention can be calculated from these dates. Only a valid date including month, day and year is acceptable here.
- h. The **ALPHA/NUMERIC RANGE-FROM** and **ALPHA/NUMERIC RANGE-TO**, which are the beginning and ending alphabetical/numerical ranges of the records contained within the carton. The FROM and TO Alpha/Numeric Range fields can be used to describe a name range (Jones through Smith), a numeric "file id" range (20450 through 20567), or an alphanumeric "file id" range (AD123 through BZ784).
- i. The **EVENT DATE**, which is the date of the event that the contents of the carton contains, if applicable. Retention can be calculated from this date. Only a valid date including month, day and year is acceptable here.
- j. The **REFERENCE #1** field, which is a miscellaneous, alphanumeric field used for additional cross-reference information about the carton.
- k. The **MAJOR DESCRIPTION** field is used for basic descriptive information of the box contents. If the files within the carton will be individually listed, the phrase "Individual List" can be entered in the **MAJOR DESCRIPTION** field, or a general description of box contents can be entered instead.
NOTE: Your account must be set up for individual listing in order for Iron Mountain to complete the data entry for the individual files. Contact Iron Mountain Customer Care or your company's Records Management Department to confirm whether your account is set up for individual listing.
- l. Print additional **MINOR DESCRIPTION** information as it is to appear on your **Inventory Reports** (follow the instructions for **MAJOR DESCRIPTION**).

- m. **HOLD CODES** are only used if applicable and must be set up on the system prior to use. Requests to add **HOLD CODES** to your account must be submitted to Iron Mountain Customer Care by an authorized user on your account. **HOLD CODES** deem inventory illegible for destruction.

NOTE: HOLD CODES differ from DESTRUCTION ELIGIBILITY DATES or INDICATORS.

- n. The **DESTRUCTION ELIGIBILITY**, identifies when a carton is scheduled for destruction. Leave this section blank, if your organization establishes **DESTRUCTION ELIGIBILITY** using **RECORD CODES**. If your organization *does not* use **RECORD CODES** to determine when a carton is eligible for destruction, enter either a valid **Destruction Date**, (month/day/year) or check one of the **DESTRUCTION INDICATORS: Permanent or Undefined**.

NOTE: Nothing will be destroyed automatically. An order for destruction must be submitted by a destruction-authorized user on your account.

- o. The **CUSTOMER BOX NUMBER** for each carton. This field should only be completed if you specifically assign a carton number other than the **SafeKeeperPLUS (SKP) BARCODE NUMBER** for your internal tracking purposes.

- p. Your name in the **PREPARER'S FULL NAME** field, as well as the **DATE**, your **DIVISION ID, DEPARTMENT ID, TELEPHONE NUMBER** and **EXTENSION**, and **FLOOR**.

NOTE: Please ensure that you also put a valid Division/Department ID that is set up for your account at the top of the sheet (see steps c and d above for more information). Division/Department data is only keyed by Iron Mountain from the top of the sheet; the Division/Department listed at the bottom of the sheet is for customer reference only.

STEP 2:

If using the 3-part Transmittal Form, place the peel-off **Barcode Label** from the **Transmittal Form** on the carton's InfoPanel in the area marked 'Affix Transmittal Label Here' on one of the handhold sides. Make sure your Customer ID is also displayed on the **Label**.

STEP 3:

Place the **pink copy** of the **Transmittal Form** inside the carton on top of the files underneath the lid; Retain the **yellow copy** for your records; and, Present the white copy to the Iron Mountain driver along with the new cartons to be picked up.*

*Note: This is only applicable to the 3 part transmittal. Please click here for information on the multi-box transmittal sheet..

STEP 4:

Verify that the quantity of new boxes to be picked up matches the number on the **Transmittal Form**. Keep a copy for your records.

NOTE: Transmittal forms do not need to be completed for refile boxes.

STEP 5:

Contact Iron Mountain to schedule a pickup

FOR ANY QUESTIONS ON THESE INSTRUCTIONS, CONTACT IRON MOUNTAIN CUSTOMER CARE OR YOUR COMPANY'S RECORDS MANAGEMENT DEPARTMENT.

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ABOUT IRON MOUNTAIN

Iron Mountain Incorporated (NYSE: IRM) provides information management services that help organizations lower the costs, risks and inefficiencies of managing their physical and digital data. Founded in 1951, Iron Mountain manages billions of information assets, including backup and archival data, electronic records, document imaging, business records, secure shredding, and more, for organizations around the world. Visit the company website at www.ironmountain.com for more information.

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