IRON MOUNTAIN®

# 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 Transmittal Form

▶ Online data entry by using the Iron Mountain Connect™ records management portal

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. Contact your Iron Mountain Account Manager for more information about online data entry.

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 via inventory reports generated by Iron Mountain.
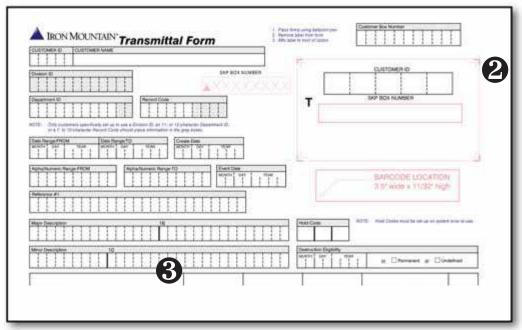
### The Transmittal Form

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 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.

❶ 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. If the **RECORD CODE** parameter is set to '1' or '2', then anything in the **DESTROY DATE** or **DESTRUCTION INDICATOR** will be ignored by the system and overridden by the **RECORD CODE** rules. Only if the parameter is set to '0' or '3', will the system consider these values.

    **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** of the contents of the carton as it is to appear on the **Inventory Reports** provided by Iron Mountain.

> **Example:** ALE - AMA or 100 - 999 (numeric or alpha ranges must be separated with a dash).

> **Example:** CORRESPONDENCE (complete descriptions may be spelled out).
> **NOTE:** To keep numeric ranges in the proper sort sequence and to maintain an orderly listing, the dash '-' should be placed to the right of the heavy vertical line; fields should be zero-filled where necessary.

> | | | |0|0|1|2|5**|**-|0|0|1|8|5| | | | |

> | | | |1|2|0|5|0**|**-|1|2|1|7|5| | | | |

If the files within the carton will be individually listed, print the phrase "Individual List" in the **MAJOR DESCRIPTION** field. If you have previously filled out a **Division/Department Form**, clearly establishing **RECORD CODES** for each **RECORD CODE  TITLE**, then a **MAJOR DESCRIPTION** is not necessary.

**l.** Print additional **MINOR DESCRIPTION** information as it is to appear on your **Inventory Reports** (follow the instructions for **MAJOR DESCRIPTION**).

**m.** The **HOLD CODE** for each carton, extends the **RETENTION PERIOD** of a carton. **HOLD CODES** must be setup on the system prior to use. If records should be retained permanently, select the check box under **DESTRUCTION ELIGIBILITY**.

**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. A letter of authorization from your organization is required for destruction.

**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**.

❷ 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**.

❸ Place the pink copy of the **Transmittal Form** inside the carton on top f 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.

❹ Verify that the physical carton count matches the quantity of white copies of the **Transmittal Form**.

❺ Contact Iron Mountain to schedule a pickup.

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745 Atlantic Avenue
Boston, Massachusetts 02111
1-800-FastFile

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