

HOW TO PREP YOUR BOXES FOR PICKUP

STEP 1

CHOOSE BARCODE LABELS

Request your barcode through Iron Mountain Connect™ and affix to the bottom left hand side of your boxes.

Boxes will be sent directly to the shelves for storage.



For scanning customers, your boxes will be sent to the Document Imaging Centre to be imaged for electronic retrieval.

STEP 2

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 organisation may be required to complete some of these optional fields. If you need assistance in learning whether yours does, please contact customer services.

REFER TO THE LAST TWO PAGES

for more information about these optional fields.

STEP 3

WRITE YOUR CUSTOMER ID ON THE LABELS AND AFFIX LABELS TO THE TRANSMITTAL SHEET

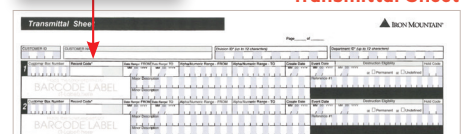
Peel the larger barcode label and place it on the box, then place the smaller identically numbered label on the transmittal sheet.



Box Info Panel for large label



SafeKeeper PLUS Barcode Labels



Transmittal Sheet

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

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STEP 4

PLACE YOUR COLLECTION ORDER

If you are in the process of joining Iron Mountain through our onboarding team, please contact them directly. If you are an existing Iron Mountain customer, there are three convenient ways to place your order:

ONLINE:

Iron Mountain Connect™
www.ironmountainconnect.com

PHONE:

08445 60 70 80

EMAIL:

cservices@ironmountain.co.uk

When placing an order, you will need to have the following information available:

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

STEP 5

READY FOR COLLECTION

- > The driver will come to your site to collect your boxes.
- > Hand all transmittals to the driver. Please **do not** place transmittals inside the boxes. The driver will scan and take the boxes.
- > Next, sign the scanner and your order is complete.



TO ORDER SUPPLIES

ONLINE:

Iron Mountain Connect™
www.ironmountainconnect.com

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? (And 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 a lift, loading bay access, parking restrictions, etc..)?

QUESTIONS?

Call our customer services team on: **08445 60 70 80**

HOW TO FILL OUT THE TRANSMITTAL SHEET



SafeKeeper PLUS® Barcode Labels

- Place large label on box info panel
- Place small label on transmittal sheet

Transmittal Sheet IRON MOUNTAIN®

Page _____ of _____

CUSTOMER ID A	CUSTOMER NAME B	Division ID* (up to 12 characters) C	Department ID* (up to 12 characters) D
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1	Customer Box Number E	Record Code* F	Date Range/ FROM G	Date Range/ TO	Alpha/Numeric Range - FROM H	Alpha/Numeric Range - TO	Create Date I	Event Date J	Destruction Eligibility K	Hold Code L
	Place the SafeKeeper PLUS™ BARCODE LABEL (Label) here		Major Description M		Minor Description N		Reference #1 O			
2	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
	Place the SafeKeeper PLUS™ BARCODE LABEL (Label) here		Major Description		Minor Description		Reference #1			
3	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
	Place the SafeKeeper PLUS™ BARCODE LABEL (Label) here		Major Description		Minor Description		Reference #1			
4	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
	Place the SafeKeeper PLUS™ BARCODE LABEL (Label) here		Major Description		Minor Description		Reference #1			
5	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
	Place the SafeKeeper PLUS™ BARCODE LABEL (Label) here		Major Description		Minor Description		Reference #1			

*Note: Only customers specifically set up to use a Division ID, an 11- or 12-character Department ID, or a 7- to 10-character Record Code should place information in the gray boxes.

PREPARER'S FULL NAME	DATE	CUSTOMER'S INTERNAL USE	CUSTOMER'S INTERNAL USE	DEPARTMENT ID	TELEPHONE NO. AND EXTENSION	FLOOR
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MIM FORM TransPad (004) REV 2/08 PROVIDE ORIGINAL FORM TO IRON MOUNTAIN RECORDS MANAGEMENT. PHOTOCOPIY THIS ORIGINAL AND RETAIN FOR YOUR RECORDS.

- A CUSTOMER ID (REQUIRED).** Write the alphanumeric customer ID number on the transmittal sheet and on the large peel-off barcode label.
- Note:** If you need the files listed individually, please complete the file Transmittal Sheet or key the file data via Iron Mountain Connect™.
- 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 boxes. 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 box number other than the SafeKeeper PLUS barcode number, write that number here.

HOW TO FILL OUT THE TRANSMITTAL SHEET

F RECORD CODE. 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 autocalculate the destruction dates for inventory and also allow the correct retention period to be automatically assigned to boxes.

G DATE RANGE FROM/TO. Enter the earliest date and the most recent date (dd/mm/yyyy) of the records in the box 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)

I CREATE DATE. This date (enter as dd/mm/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 (dd/mm/yyyy) of the contents in the box. Retention will be calculated from this date.

K DESTRUCTION ELIGIBILITY. This date shows when the box is scheduled 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 box is eligible for destruction, either:

- Write in the destruction date (dd/mm/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 boxes are eligible for destruction and which should remain in storage.

L HOLD CODE. This code extends the box'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 box.

N MINOR DESCRIPTION. For additional ease of identification, you can enter more details about the contents of the box here.

O REFERENCE #1. Use this field for any additional cross-reference information about the box.

P REQUESTER'S FULL NAME/DATE/DIVISION ID/ DEPARTMENT ID/ TELEPHONE NUMBER (WITH EXTENSION)/FLOOR. Fill in all of these fields.

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ABOUT IRON MOUNTAIN

Iron Mountain Incorporated (NYSE: IRM) provides information management services that help organisations 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 destruction, and more, for organisations around the world. Visit the company website at www.ironmountain.com for more information.