

Iron Mountain Document Storage/ Destruction Process Document

- 1) Rensselaer contracts with Iron Mountain to process document storage and destruction requests at a secure off-site location.
- 2) All documents are required to be boxed and labeled according to Iron Mountain standards with a completed 'Transmittal Sheet' for each service request. Boxes are to be supplied by the department. Contact travel-expense_support@rpi.edu to obtain transmittal sheets and box labels, or to request document pick-up or retrieval.
- 3) Storage requests are only processed using the transmittal sheet provided by Iron Mountain. Employees requesting service are required to complete the Transmittal Sheet in accordance with the directions provided and are responsible for the accuracy of the information they include on the form.
- 4) Once the documents have been properly boxed and labeled and your transmittal sheet has been completed, please contact travel-expense_support@rpi.edu to schedule a pick-up. Iron Mountain will collect the documents directly from your office or preferred campus location. Please be advised that a Rensselaer employee must be physically present on the date of service to coordinate a secure transfer of the documents to the Iron Mountain representative. Documents should never be left unattended in a public location in anticipation of collection.

Retention Guidelines

Please refer to the Finance Division website for updated information on record retention timeframes: [Rensselaer Record Retention Policy](#)

Packing Your Box

- Documents should be stored in standard storage boxes (12"W x 15"D x 10"H)
- Pack files facing the end of the box to be labeled.
- The labels are made in two parts. Attach the large label to the front of the box and the small label to the transmittal sheet
- Iron Mountain recommends that boxes are not filled to capacity. Please attempt to leave 1-2 inches of free space to facilitate retrieval. Under-filled boxes may not stay

organized during storage and could collapse under the weight of other boxes, so please do not send half-full boxes.

- It is not necessary to remove binders, clips, or staples from the documents.

Completing the Transmittal Sheet

Each sheet will accommodate up to five boxes. Please enter the following information on your transmittal sheet:

Field	Enter this Information
Customer ID	N3185
Customer Name	RPI
Division ID	Departmental Program Code (optional 12 character field)
Department ID	Four digit RPI department organization code
Customer Box Number	Nine digit number from the label you apply to the box
Record Code	Not Used
Date Range From/To	Age range of documents in box (oldest/newest)
Alpha Range From/To	Alphabetical range of documents in box (optional)
Create Date	Date that box is labeled
Event Date	Enter the last day of the fiscal year for documents in box
Destruction Eligibility	Calculate this date by referring to the document retention policy for your specific request and adding this value to the value used as the 'Event Date'. Do not check the 'Undefined' option. Checking the 'Permanent' option will make it so the box is never destroyed. Therefore, only select this option if required to do so by the retention policy.
Hold Code	Not used
Barcode Label	Apply the small portion of the label to this section
Major Description	Date range (FYXX or FYXX-FYXX) and Department Name
Minor Description	Additional descriptive information (30 character limit)