

Transmittal Sheet



** Note: Regarding the use of social security numbers and birth dates. Use of this information constitutes personal data that may be protected by privacy laws. Iron Mountain is happy to include this data, and the furnishing of such data by the Customer constitutes the Customer's consent to its inclusion on Iron Mountain's inventory management systems.

| | | | |
|-------------|---------------|------------------------------------|--------------------------------------|
| CUSTOMER ID | CUSTOMER NAME | Division ID* (up to 12 characters) | Department ID* (up to 12 characters) |
|-------------|---------------|------------------------------------|--------------------------------------|

| 1 | 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 |
|--|---------------------|--------------|-------------------|-------------------|----------------------------|--------------------------|-------------------|-------------------|--|-----------|
| | | | MM DD YYYY / / | MM DD YYYY / / | | | MM DD YYYY / / | MM DD YYYY / / | MM DD YYYY / / <input type="checkbox"/> Permanent <input type="checkbox"/> Undefined | |
| Place the SafeKeeperPLUS® BARCODE LABEL (T-Label) here | | | Major Description | | | | Reference #1 | | | |
| | | | Minor Description | | | | | | | |
| 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 |
| | | | MM DD YYYY / / | MM DD YYYY / / | | | MM DD YYYY / / | MM DD YYYY / / | MM DD YYYY / / <input type="checkbox"/> Permanent <input type="checkbox"/> Undefined | |
| Place the SafeKeeperPLUS® BARCODE LABEL (T-Label) here | | | Major Description | | | | Reference #1 | | | |
| | | | Minor Description | | | | | | | |
| 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 |
| | | | MM DD YYYY / / | MM DD YYYY / / | | | MM DD YYYY / / | MM DD YYYY / / | MM DD YYYY / / <input type="checkbox"/> Permanent <input type="checkbox"/> Undefined | |
| Place the SafeKeeperPLUS® BARCODE LABEL (T-Label) here | | | Major Description | | | | Reference #1 | | | |
| | | | Minor Description | | | | | | | |
| 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 |
| | | | MM DD YYYY / / | MM DD YYYY / / | | | MM DD YYYY / / | MM DD YYYY / / | MM DD YYYY / / <input type="checkbox"/> Permanent <input type="checkbox"/> Undefined | |
| Place the SafeKeeperPLUS® BARCODE LABEL (T-Label) here | | | Major Description | | | | Reference #1 | | | |
| | | | Minor Description | | | | | | | |
| 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 |
| | | | MM DD YYYY / / | MM DD YYYY / / | | | MM DD YYYY / / | MM DD YYYY / / | MM DD YYYY / / <input type="checkbox"/> Permanent <input type="checkbox"/> Undefined | |
| Place the SafeKeeperPLUS® BARCODE LABEL (T-Label) here | | | Major Description | | | | Reference #1 | | | |
| | | | Minor Description | | | | | | | |

*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 | DIVISION ID | DEPARTMENT ID | TELEPHONE NO. AND EXTENSION | FLOOR |
|----------------------|------|-------------|---------------|-----------------------------|-------|