



Syracuse City School District  
725 Harrison Street  
Syracuse, New York 13210

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Iron Mountain is used for offsite record storage when a department does not have sufficient space to maintain records for the required record retention period.

**Iron Mountain Instructions:**

Pack information/files in an Iron Mountain storage box. Boxes can be ordered from BOVA by entering a stock requisition into PeopleSoft if you do not have any on hand.

Make **Reference Label** (see example #1 attached). Label should have: SYRACUSE CITY SCHOOL DIST, then DEPT, Type of files, School year or years, any other identifying information and the BARCODE LABEL #. The barcode label number will be found on sticker (see attached).

Adhere **Reference Label** you made to Iron Mtn box in spot that says: **Reference Labels will be affixed here.**

Affix corresponding **Transmittal Label** (Example 2) to box

**Complete Transmittal Sheet:** CUSTOMER ID # SU294

#1- Customer Box #: **BARCODE STICKER (EXAMPLE 3) GOES HERE**

I have highlighted the boxes that need to be completed. Complete as much as possible. If you have any questions, please let me know.

After you have completed the sheet, **make a copy for your records.** I have found that 80% will get it on an 8 1/2 x 11 sheet of paper and fits nicely into a binder.

Contact your Iron Mountain SCSD person so they can go online and place order for Iron Mountain to know boxes will be coming. This person (SCSD) should then call BOVA to let them know there is a pick up needed. BOVA will then schedule driver.

**Put original sheet in an envelope and adhere to box as driver will need this when he picks box up and takes to Iron Mtn.**

**EXAMPLE #1  
REFERENCE LABEL**


SYRACUSE CITY SCHOOL DISTRICT  
ACCOUNTS PAYABLE  
PAID CLAIMS 7/1/12-8/15/12  
CK #'S 11253-11353  
BOX #444891509

**EXAMPLE #2  
TRANSMITTAL LABEL**

T

CUSTOMER ID				
5	4	2	9	4

SKP BOX NUMBER



**444891516**

**EXAMPLE #3  
BARCODE STICKER**

T



\* 4 4 4 8 9 1 5 1 6 \*

# **TRANSMITTAL SHEET HEADING INSTRUCTIONS**

In order to complete the Transmittal Sheet properly complete as follows:

**CUSTOMER ID:** SU294

**CUSTOMER NAME:** SYRACUSE CITY SCHOOL DISTRICT

**DIVISION ID:** LEAVE BLANK

**DEPARTMENT ID\*:** IF THIS FIELD IS LEFT BLANK, THEN "MASTER DEPT" WILL BE ASSIGNED BY IRON MOUNTAIN.

IF YOUR DEPARTMENT IS LISTED BELOW THEN PLEASE **USE THAT DEPARTMENT ID\* JUST AS IT IS LISTED**

**SCSD DEPARTMENT NAME:**

**USE DEPARTMENT ID\***

ACCOUNTS PAYABLE:

ACTS PAYABLE

BENEFITS

BENEFITS

BOARD OF ED

BOARD OF ED

FINANCE

FINANCE

FOOD SERVICE

FOOD SERVICE

HEARING OFFICE

HEARING

LIBRARY OFFICE

LIBRARY

PERSONNEL (TALENT MANAGEMENT)

PERSONNEL

PMA

PMA

PRE-K

PRE-K

RMSCO

RMSCO

SPECIAL EDUCATION

SPEC EDUCAT

SPECIAL PROGRAMS

SPEC PROGRAM

SYRACUSE SCHOOL DISTRICT

300

SYRACUSE SCHOOLS SPECIAL PROJECTS

10

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.

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* CUSTOMER ID	* CUSTOMER NAME	Division ID* (up to 12 characters)	* Department ID* (up to 12 characters)
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1	Customer Box Number	Record Code*	Date Range/ FROM MM DD YYYY	Date Range/ TO MM DD YYYY	Alpha/Numeric Range - FROM	Alpha/Numeric Range - TO	Create Date MM DD YYYY	Event Date MM DD YYYY	<del>If Known</del> Destruction Eligibility* or <input type="checkbox"/> Permanent or <input type="checkbox"/> Undefined	Hold Code
Place the SafeKeeperPLUS® Example 3 goes here (I-Label) here			* Major Description			Reference #1				
			* Minor Description							
2	Customer Box Number	Record Code*	Date Range/ FROM MM DD YYYY	Date Range/ TO MM DD YYYY	Alpha/Numeric Range - FROM	Alpha/Numeric Range - TO	Create Date MM DD YYYY	Event Date MM DD YYYY	Destruction Eligibility or <input type="checkbox"/> Permanent or <input type="checkbox"/> Undefined	Hold Code
Place the SafeKeeperPLUS® BARCODE LABEL (I-Label) here			Major Description			Reference #1				
			Minor Description							
3	Customer Box Number	Record Code*	Date Range/ FROM MM DD YYYY	Date Range/ TO MM DD YYYY	Alpha/Numeric Range - FROM	Alpha/Numeric Range - TO	Create Date MM DD YYYY	Event Date MM DD YYYY	Destruction Eligibility or <input type="checkbox"/> Permanent or <input type="checkbox"/> Undefined	Hold Code
Place the SafeKeeperPLUS® BARCODE LABEL (I-Label) here			Major Description			Reference #1				
			Minor Description							
4	Customer Box Number	Record Code*	Date Range/ FROM MM DD YYYY	Date Range/ TO MM DD YYYY	Alpha/Numeric Range - FROM	Alpha/Numeric Range - TO	Create Date MM DD YYYY	Event Date MM DD YYYY	Destruction Eligibility or <input type="checkbox"/> Permanent or <input type="checkbox"/> Undefined	Hold Code
Place the SafeKeeperPLUS® BARCODE LABEL (I-Label) here			Major Description			Reference #1				
			Minor Description							
5	Customer Box Number	Record Code*	Date Range/ FROM MM DD YYYY	Date Range/ TO MM DD YYYY	Alpha/Numeric Range - FROM	Alpha/Numeric Range - TO	Create Date MM DD YYYY	Event Date MM DD YYYY	Destruction Eligibility or <input type="checkbox"/> Permanent or <input type="checkbox"/> Undefined	Hold Code
Place the SafeKeeperPLUS® BARCODE LABEL (I-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
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