



**RICHLAND ONE**  
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## Procurement Services Records Retention (Iron Mountain) Information Sheet

The following document consists of information which includes requirements or quick references regarding submitting documentation to Iron Mountain. The information is fluid and may change. **Please be aware of updates and/ or changes.**

### Access Authorization Information for Departments

There is a (2) individual authorization access max from each department/ school to Policy Center for the following reasons:

- Two individuals will be required. One as the "**Primary**" and the second as the "**Backup**"
- Due to confidentiality, multiple individuals should not have access to Policy Center
- Limiting the number of individuals to access to Policy Center provides consistency, accountability, and proficiency

### Roles of the Individual Accessing Policy Center

**Primary:** The "Primary's" responsibilities will be to handle coding the boxes being sent to Iron Mountain and applying the appropriate codes in Policy Center (via the website). **(Ex. The person mostly likely to take on this role would be a Bookkeeper, Administrative Professional, or Nurse).**

**Backup:** The "Backup" will be full trained in the event the "Primary" is unavailable to process the order or out of the office.

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### Boxing Items Sent to Iron Mountain

Please ensure when preparing documentation to be sent Iron Mountain in boxes, that all documentation be the same type of documentation. For example, you should not mix purchase orders with documentation from the nurses' office.

#### Example

Purchase Orders → Purchase Orders  
Student Files (Nurses Office Only) → Student Files (Nurses Office Only)

#### Keying the Box Number

The customer box #, is a maximum of 11 characters. Please use the following format when keying your box number in:



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### Example

Dept. # or School Location - 1st (3) Letters of the department. - Box1& number of boxes

**Example:**

750FINBOX1 (Finance)

If multiple boxes:

**Example:**

- 750FINBOX99
- 750FIBOX100
- 750FIBOX101

**Example:**

140FLOBOX1 (AC Flora)

If multiple boxes:

**Example:**

- 140FLOBOX99
- 140FLBOX100
- 140FLBOX101