MOVE RECORDS TO IRON MOUNTAIN – CHECKLIST

CHECK WHEN COMPLETED		TASKS
	1	As a departmental **records management contact** you should have an Iron Mountain Connect account. If you do not yet have an IM Connect account, obtain one from the Queen's Records Manager. Watch the relevant[1] tutorials on the IM Connect portal, specifically: • "Log In and Navigate" • "Access and Navigate" • "Create a Supply Order" • "Create a Pickup Order"
	2	Consult with the Records Manager to ensure the records you are seeking to store are appropriate for transfer.[2] Records being submitted to Iron Mountain should be covered by an authorized records retention schedule with a retention period and identifiable disposal date.
	3	Pack files in boxes. Use 1.2 cubic-foot boxes (i.e., bankers boxes) only. Boxes with pre-printed barcode labels can be ordered from Iron Mountain **(251 RFID-READY LTR/LGL ATTACHD LID)**. See the information on ordering boxes: How to Order Boxes from Iron Mountain.
	4	If you are NOT using Iron Mountain boxes, request barcode labels from Iron Mountain (**RFID T-LAB RFID Blue T- Label: Label for Boxes**) and apply the barcode labels on the shorter side of the boxes.
	5	Fill out the Iron Mountain Box Level Data Entry Sheet and submit the spreadsheet to the Records Manager for review. Once the spreadsheet has been approved, the Records Manager will send it to Iron Mountain and notify you that a pick-up can be arranged.
	6	Schedule records pickup service using Iron Mountain Connect.
	7	On the day of the scheduled records pick-up, make sure all the boxes entered into the Box Level Data Entry Sheet for that transfer are shipped to Iron Mountain. **Do not add boxes to, or remove any boxes from the pick-up.**

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[1] The Records Management and Privacy Office strongly urges all departmental records custodians to view all of the IM Connect video demonstrations and contact us if you have any questions.

[2] Records that are in frequent and active use are typically not appropriate for offsite storage. Conversely some records will have surpassed their recommended retention period and should therefore be disposed of rather than stored.