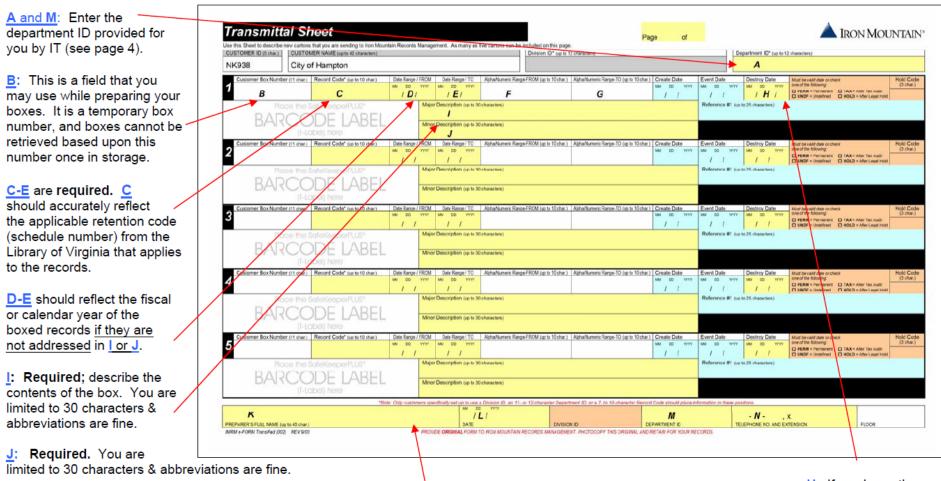# RECORDS TRANSMITTAL FORM and INSTRUCTIONS

Customers must complete this form to store records under the IT Department's contract. Yellow highlighted sections are required. Complete the Sections shown in peach only if advised to do so by IT. Leave all Sections shown in turquoise blank. Click here or the image below to access the Iron Mountain Transmittal Form

A and M: Enter the department ID provided for you by IT (see page 4).

B: This is a field that you may use while preparing your boxes. It is a temporary box number, and boxes cannot be retrieved based upon this number once in storage.

C-E are **required. C** should accurately reflect the applicable retention code (schedule number) from the Library of Virginia that applies to the records.

D-E should reflect the fiscal or calendar year of the boxed records if they are not addressed in **I** or **J**.

I: **Required**; describe the contents of the box. You are limited to 30 characters & abbreviations are fine.

J: **Required.** You are limited to 30 characters & abbreviations are fine.

K, L, N: **Required**; provide the name and phone number of the individual preparing the form, or the name of the person who is most familiar with this group of boxes. If there are questions during the data entry process at Iron Mountain, this individual will be contacted.

H. If you know the destroy date, please enter it, otherwise, the Records Manager will enter this information at a later time.

Transmittal Sheet — IRON MOUNTAIN®

Use this Sheet to describe new cartons that you are sending to Iron Mountain Records Management. As many as five cartons can be included on this page.

Page ___ of ___

CUSTOMER ID (5 char.): NK938 · CUSTOMER NAME (up to 42 characters): City of Hampton · Division ID* (up to 12 characters) · Department ID* (up to 12 characters): A

Rows 1–5 fields: Customer Box Number (B), Record Code (C), Date Range / FROM (D), Date Range / TO (E), AlphaNumeric Range-FROM (F), AlphaNumeric Range-TO (G), Create Date, Event Date, Destroy Date (H), Hold Code; Major Description (I), Minor Description (J), Reference #1.

PREPARER'S FULL NAME (K) · DATE (L) · DIVISION ID · DEPARTMENT ID (M) · TELEPHONE NO. AND EXTENSION (N), X · FLOOR

*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 these positions.

PROVIDE ORIGINAL FORM TO IRON MOUNTAIN RECORDS MANAGEMENT. PHOTOCOPY THIS ORIGINAL AND RETAIN FOR YOUR RECORDS.

Click here or the image above to access the Iron Mountain Transmittal form.
For best results, print the form on legal sized paper

RECOMMENDED PROCESS

The following process is recommended for completing these forms and boxing your records.

1. Sort the records you want to store in accordance with the State Schedules. If you're unsure how to use these Schedules, please call Jonathan Tillman, Records Manager at x76686 and ask for assistance.

2. Request the quantity of records storage boxes and barcode labels you expect to need from the Records Manager. We try to keep boxes and labels on hand at all times, but if you expect you'll need more than 20, please give us at least a couple weeks' notice. (You may also purchase your own records storage boxes, but they must meet basic records standards, and conform to the State's 1.2 cf size requirement to be accepted under our contract).

3. Write our Customer ID number on each label. The City's Customer Number is NK938.

4. Begin to pack your boxes and complete your Transmittal form. You may use Section B "Customer Box Number" to assign temporary box numbers during this process however boxes cannot be retrieved based on this number.

    a. Record the appropriate retention schedule number for each box in Section C "Record Code." If you're unsure which codes to use, contact the Records Manager before you pack. Boxes cannot be sent to storage without this schedule number. Additionally, they must be eligible for storage according to these State schedules to be accepted under this contract.

    b. Use Sections D, E, F, G and H to describe the contents of your boxes, for easier retrieval later.

    c. Complete Sections I and J. (If you do not include calendar or fiscal year description in these sections, you must include it in Sections D & E.)

    d. Complete Sections K, L. and N, in case Iron Mountain has a question during their data entry process.

5. Contact the Records Manager and schedule a time when our representative can come review your boxes with you. Print your transmittal forms for the review.

   a. Stack boxes no more than 4 high, and ensure they are a manageable weight.

   b. If you have more than 50 boxes, IT will schedule multiple review dates with you.

   c. During our review, we will look at the following:

      i. Major/Minor Description fields. Do they reflect the general contents of the box, and do they relate well to the State retention schedule that is referenced? This will become important in future years, when others are trying to retrieve and/or manage records that are dated.

      ii. Record Code (retention schedule number). Is the assigned number appropriate for the contents, and are the records eligible for additional storage?

      iii. Are ending dates included in either a Major/Minor description field, or in the Date Range fields? Without this information we cannot plan for future storage costs.

6. Apply barcode labels to each box and its associated Transmittal Sheet (5 boxes per sheet). Barcode labels include two parts; attach the large top portion of each label to the specific box, and the smaller bottom portion of the same label to the associated line on the Transmittal form.

7. After the review is completed, and if a destroy date is not entered by the department, the Records Manager will assign the "Destroy Date" for each box. Boxes are not automatically destroyed based on this date, but instead are evaluated with the intent to destroy. Departments are always notified in writing at least 30 days before destruction occurs.

   a. If boxes are identified during the review stage that cannot be stored, we will advise you of the circumstances and let you know of any alternatives. The box will be removed from the stack, and we will update the transmittal form.

8. Make 2 copies of each Transmittal form, and the Records Manager will schedule a pickup date that is convenient for you with the vendor. Our storage vendor will be given the original Transmittal form on the date of the pickup, you will keep 1 copy, and the Records Manager will get a copy. A member of your staff must be available when the vendor arrives to pick up and transfer your records into storage.

9. At the time of the pickup, the driver will provide you with a packing slip showing the number of boxes he actually picks up. Please ensure the number is correct and sign the form. You'll be given a copy, which should then be forwarded to the Records Manager.

Department ID's

BUD	Budget
CA	City Attorney
CC	City Council
CDS	Codes
CIRC_CT	Circuit Court
CM	City Manager
COAL_YOUTH	Coalition for Youth
CR	Com Rev
CREDIT	Credit Union
CWATTORNEY	Office of Commonwealths Attorney
DEVELOPMENT	Development
FIN	Finance
FIN/HERS	Hampton Employment Retirement Svcs
FIRE	Fire Department
GDC	General District Court
HFP	Healthy Families Partnership
HR	Human Resources
HRHA	HRHA
IT	Information Technology
MINORITY	Minority Programs
NOFFICE	Neighborhood Office
PARKS_REC	Parks and Recreation
PL	Planning
PROBATION	Probation
PROCURE	Procurement
RET	Retirement
RISK	Risk
SCH	Schools
TR	Treasurer