

# 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 N3185	CUSTOMER NAME RPI	Division ID* (up to 12 characters) PCARD	Department ID* (up to 12 characters) 5202
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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	Destruction Eligibility MM DD YYYY	Hold Code
			07 / 01 / 1999	06 / 30 / 2000	A	Z	/ /	06 / 30 / 2000	06 / 30 / 2010 or <input type="checkbox"/> Permanent or <input type="checkbox"/> Undefined	

Place the SafeKeeperPLUS®  
**BARCODE LABEL**  
 (T-Label) here

Major Description  
 FY00 PURCHASING  
 Minor Description  
 BIGGINS, LOPONTO, SMITH

Reference #1

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 MM DD YYYY	Hold Code
			07 / 01 / 2000	06 / 30 / 2002	A	Z	/ /	06 / 30 / 2002	06 / 30 / 2012 or <input type="checkbox"/> Permanent or <input type="checkbox"/> Undefined	

Place the SafeKeeperPLUS®  
**BARCODE LABEL**  
 (T-Label) here

Major Description  
 FY01-FY02 PURCHASING  
 Minor Description  
 BIGGINS, LOPONTO, SMITH

Reference #1

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 MM DD YYYY	Hold Code
			07 / 01 / 2002	09 / 30 / 2002	SMITH	SMITH	/ /	06 / 30 / 2003	06 / 30 / 2013 or <input type="checkbox"/> Permanent or <input type="checkbox"/> Undefined	

Place the SafeKeeperPLUS®  
**BARCODE LABEL**  
 (T-Label) here

Major Description  
 FY03 PURCHASING  
 Minor Description

Reference #1

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 MM DD YYYY	Hold Code
			/ /	/ /			/ /	/ /	/ / or <input type="checkbox"/> Permanent or <input type="checkbox"/> Undefined	

Place the SafeKeeperPLUS®  
**BARCODE LABEL**  
 (T-Label) here

Major Description  
 Minor Description

Reference #1

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 MM DD YYYY	Hold Code
			/ /	/ /			/ /	/ /	/ / or <input type="checkbox"/> Permanent or <input type="checkbox"/> Undefined	

Place the SafeKeeperPLUS®  
**BARCODE LABEL**  
 (T-Label) here

Major Description  
 Minor Description

Reference #1

\*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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