

COMPLETING THE TRANSMITTAL FORM

Up to five cartons or boxes can be listed on each Iron Mountain transmittal sheet. Rensselaer's department "organization code" will be utilized when completing the transmittal sheet.

THE FOLLOWING FIELDS MUST BE COMPLETED WITH THE FOLLOWING, STANDARDIZED INFORMATION:

- a. **Customer ID** – Enter N3185
- b. **Customer Name**: Enter RPI
- c. **Division ID**: Enter PCARD (NOTE: DO NOT USE "RPI" DIVISION IN THIS FIELD)
- m. **Major Description**: FYXX or FYXX-FYXX range if multiple fiscal years contained in carton, followed by Department Name (for example, "FY00 Purchasing")
**additional information can be added after Department Name, up to the maximum field length of 30 characters.

EACH TRANSMITTAL MUST ALSO INCLUDE:

- d. **Department ID**: Enter 4 digit RPI department organization code
- g. **Date Range/From and Date Range/To**: Enter the oldest and most recent dates of the records contained in the carton
- h. **Alpha Range/From and Alpha Range/To**: Enter the beginning and ending alphabetical ranges of records contained in the carton, up to 20 characters (for example, A-S or Adams to Smith)
- j. **Event Date**: Enter the last day of the fiscal year included in the carton. Retention can be calculation from this date: Purchasing/Travel Card records must be retained for ten years following the end of the fiscal year during which the transaction took place (for example, if the carton includes FY00 and FY01, enter 6/30/01)
- k. **Destruction Eligibility**: Calculate this date by adding 10 years to the "Event Date" referenced in item j (for example, if the event date is 6/30/01, the destruction eligibility date is 6/30/2011)
 - Since we are entering a destruction eligibility date, we should NOT check off the Permanent or Undefined Indicators.

(NOTE: Nothing will be destroyed automatically. A letter of authorization from the Department will be required before actual destruction)

p. Preparer's Full Name: this must be filled out by the Department Records Coordinator responsible for the retention of purchase/travel card records within their respective department

ADDITIONAL OPTIONAL FIELDS:

e. Customer Box Number: use only if your department has internally assigned its own box number for internal tracking purposes

n. Minor Description: up to 30 characters, additional information describing contents of carton

o. Reference #1: up to 25 characters, additional information describing contents of carton

C. BARCODE LABELS

Peel-off Barcode Labels have been provided by the vendor. Each label has two peel-off sections:

- Place the large peel-off barcode label ON THE FRONT OF THE BOX in the upper left hand corner.
- Place the smaller, identically numbered barcode label on the Transmittal Sheet.

D. MANAGING YOUR RECORDS

The Purchasing Operations Associate is responsible for overseeing the records management process for the credit card program and the liaison between the department and Iron Mountain, the vendor chosen for our record retention needs.

The Department Records Coordinator should keep the original of the Transmittal Sheet for their records and forward two (2) clear copies to Carol Sinnott, Rice Bldg. Fl 4.

When department records are ready for pickup, notify the Purchasing Operations Associate, Carol Sinnott, sinnoc@rpi.edu, phone extension 2577.