Retrieving Records

IRON MOUNTAIN CONNECT™ RECORDS MANAGEMENT

IRON MOUNTAIN®

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Overview: Retrieving Records Stored at Iron Mountain

After you have searched for and located records that are stored at Iron Mountain, you will create a retrieval order for one or more records to be delivered to you from storage.

The retrieval order wizard will step you through the process of requesting items, entering delivery information and finalizing the order.

Use this guide to learn how to:

- Enter a retrieval order
- Retrieve unlisted files
- Retrieve unlisted open shelf files
- Add large quantities of records to the cart and remove large quantities of records from the cart

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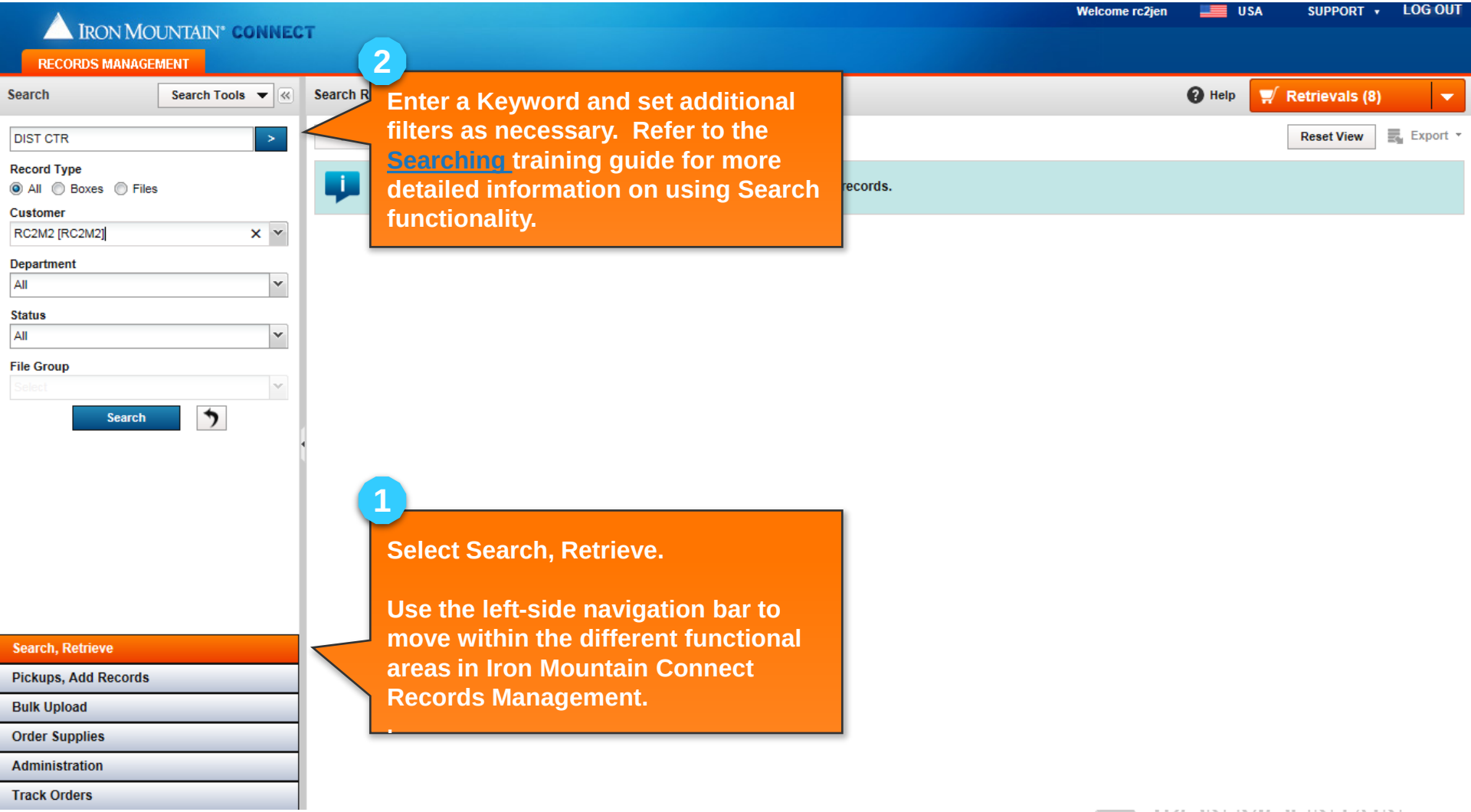
Retrieving Stored Records



2

Enter a Keyword and set additional filters as necessary. Refer to the Searching training guide for more detailed information on using Search functionality.

1

Select Search, Retrieve.

Use the left-side navigation bar to move within the different functional areas in Iron Mountain Connect Records Management.

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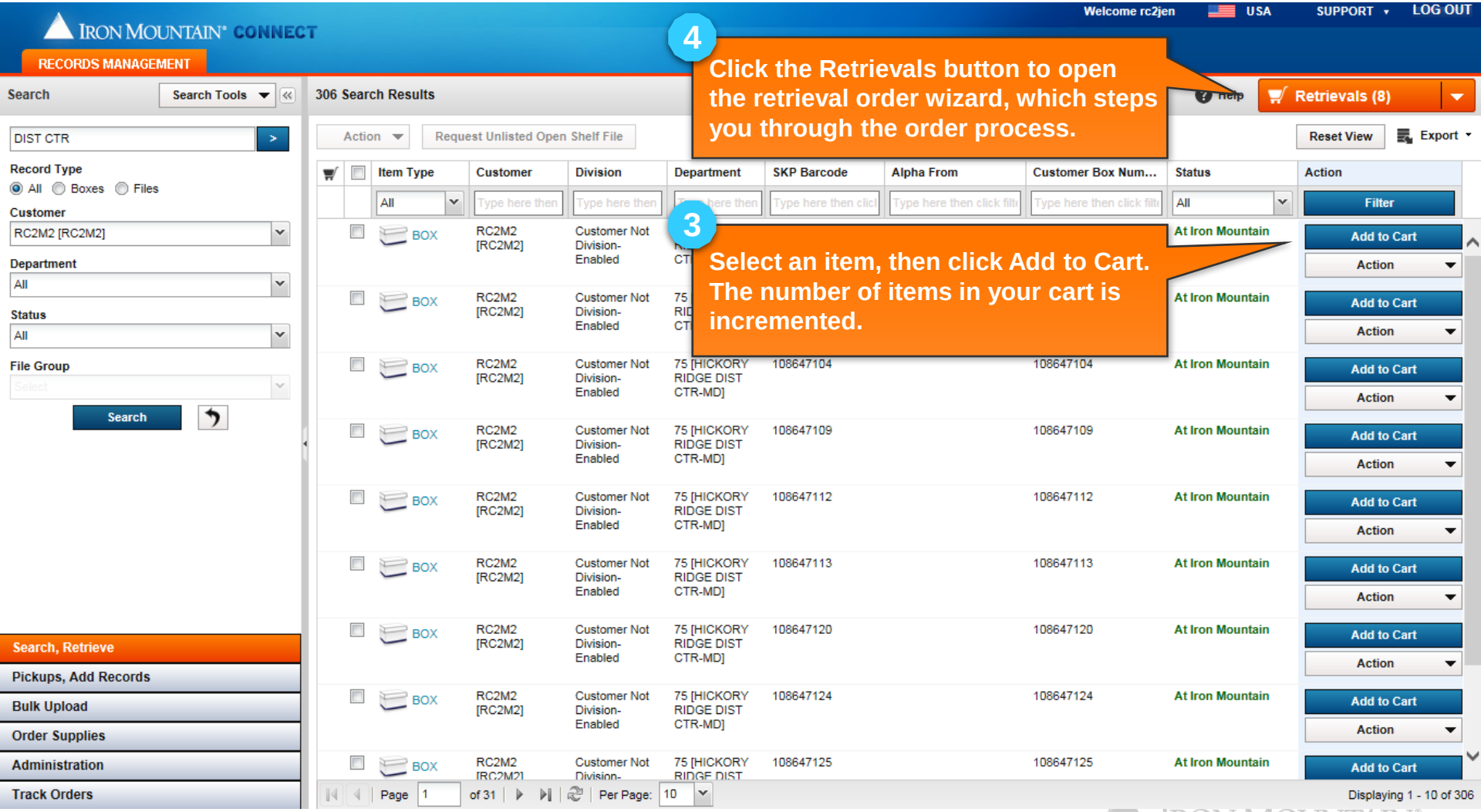
Retrieving Stored Records



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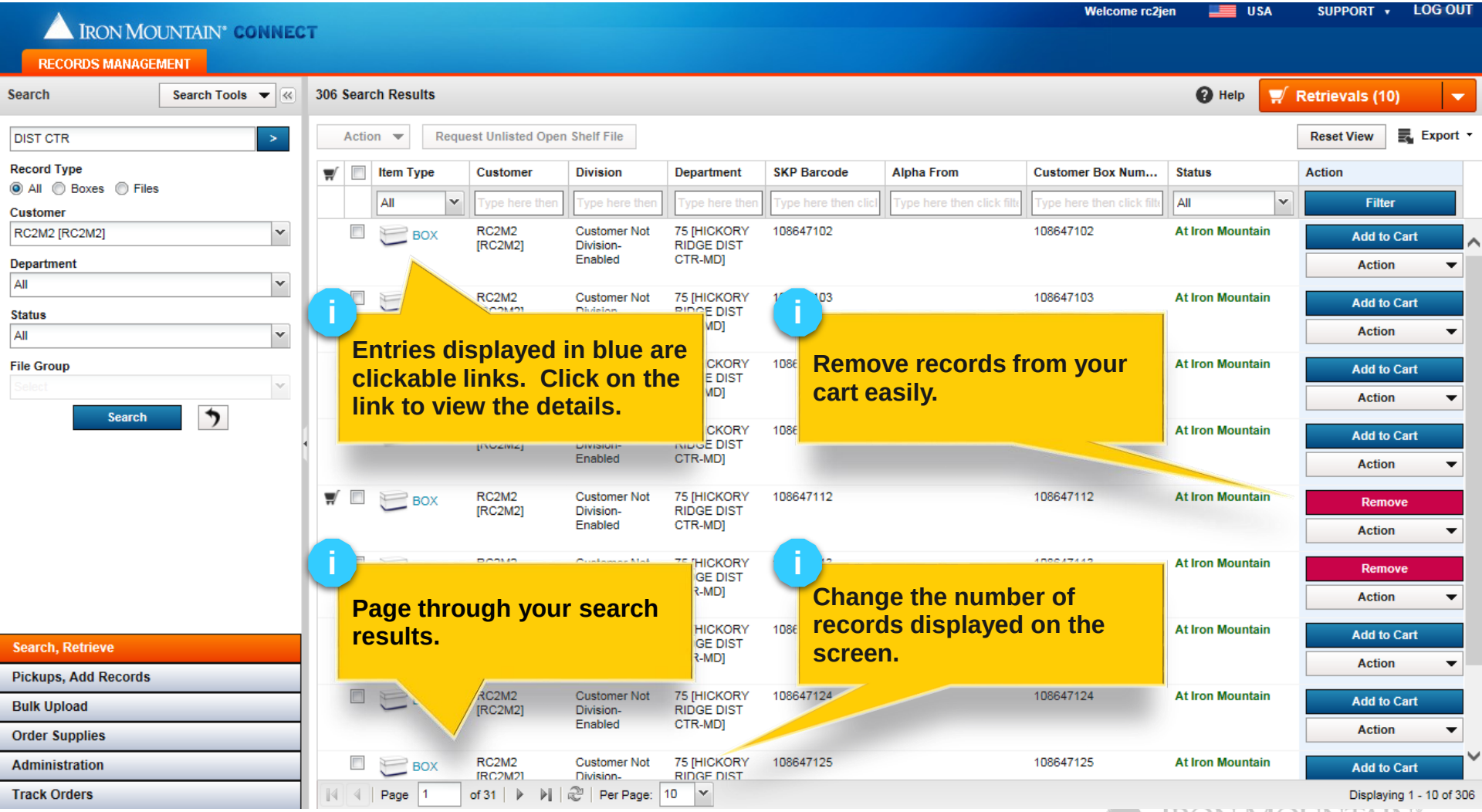

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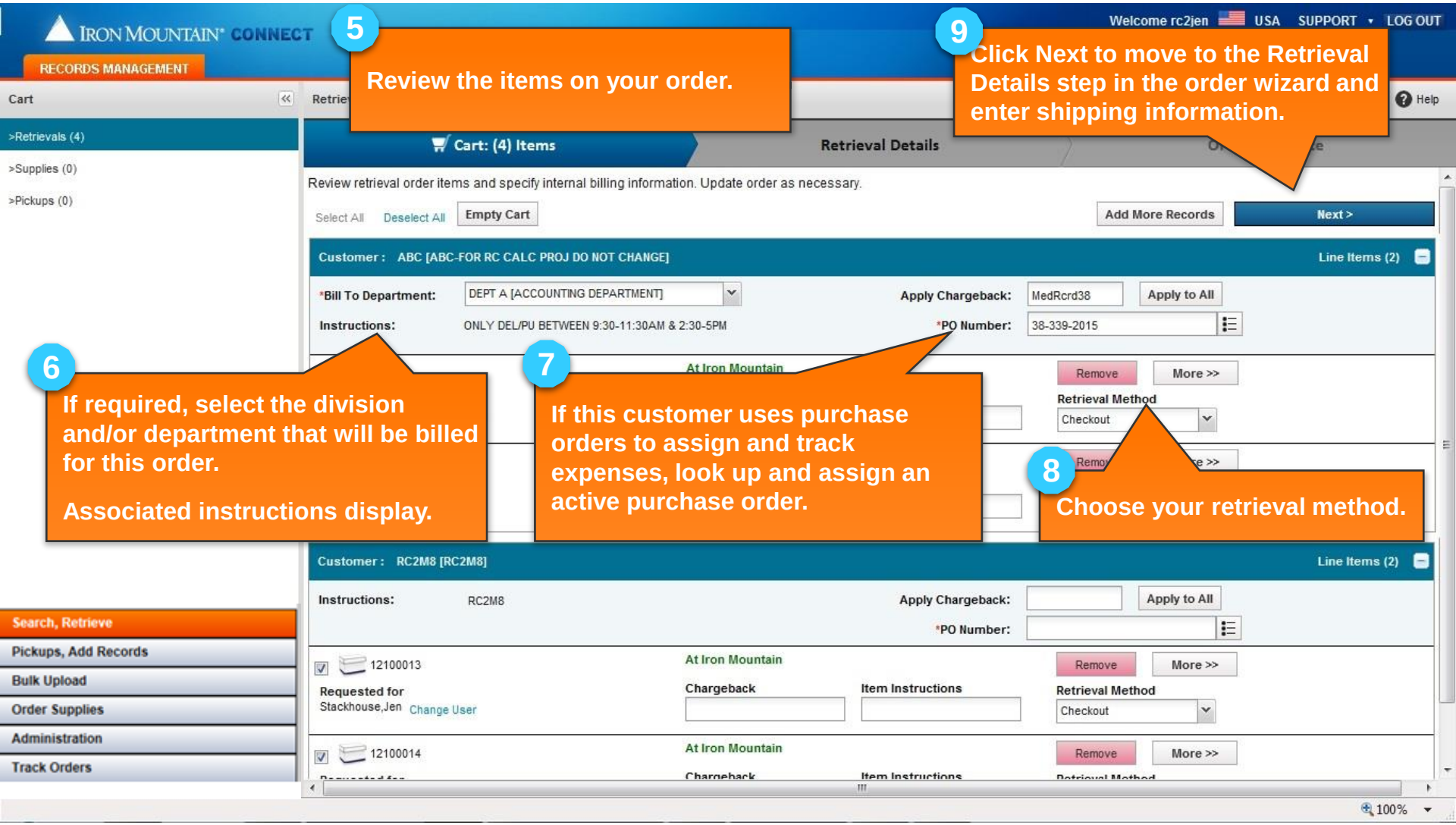

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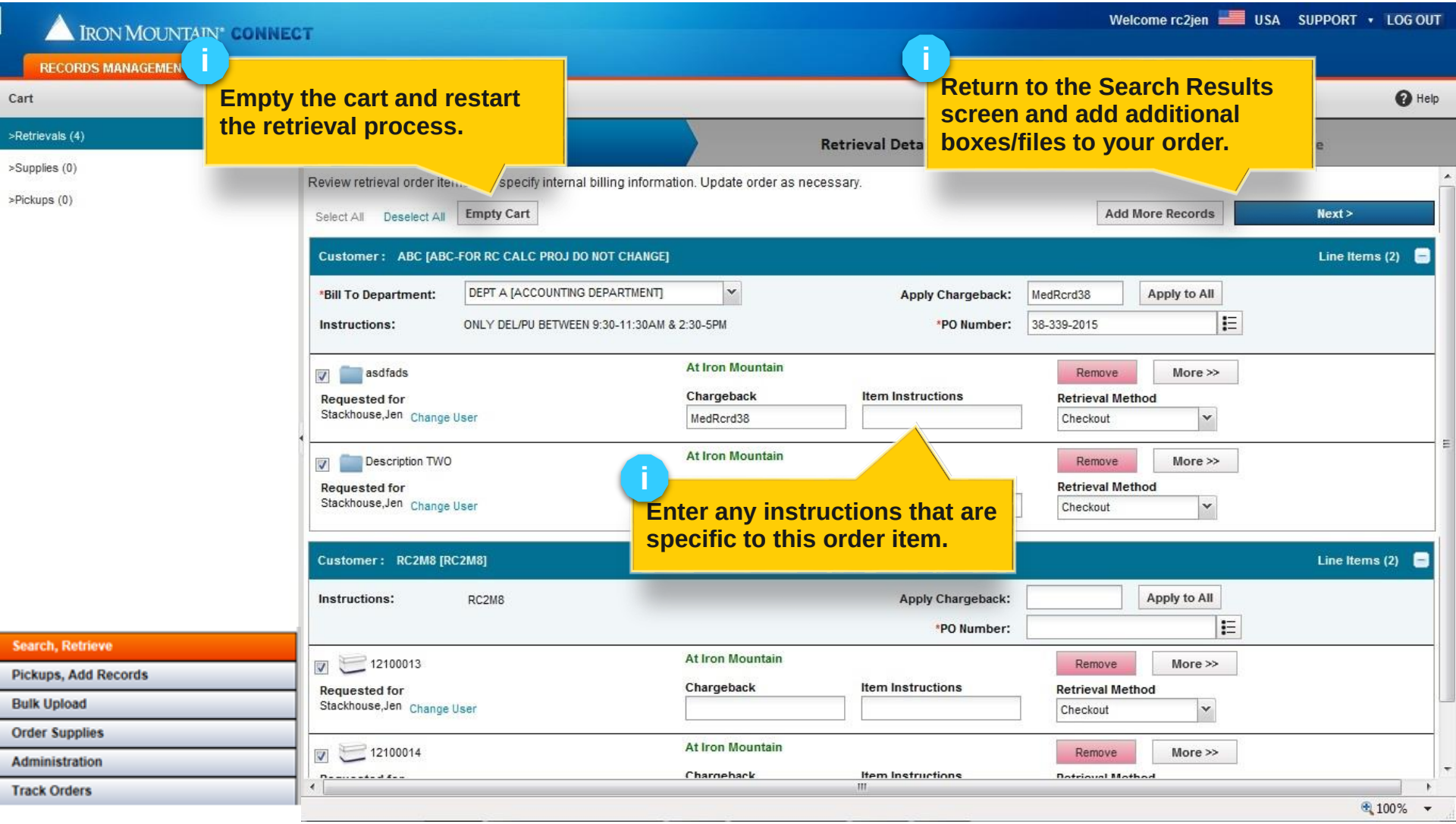

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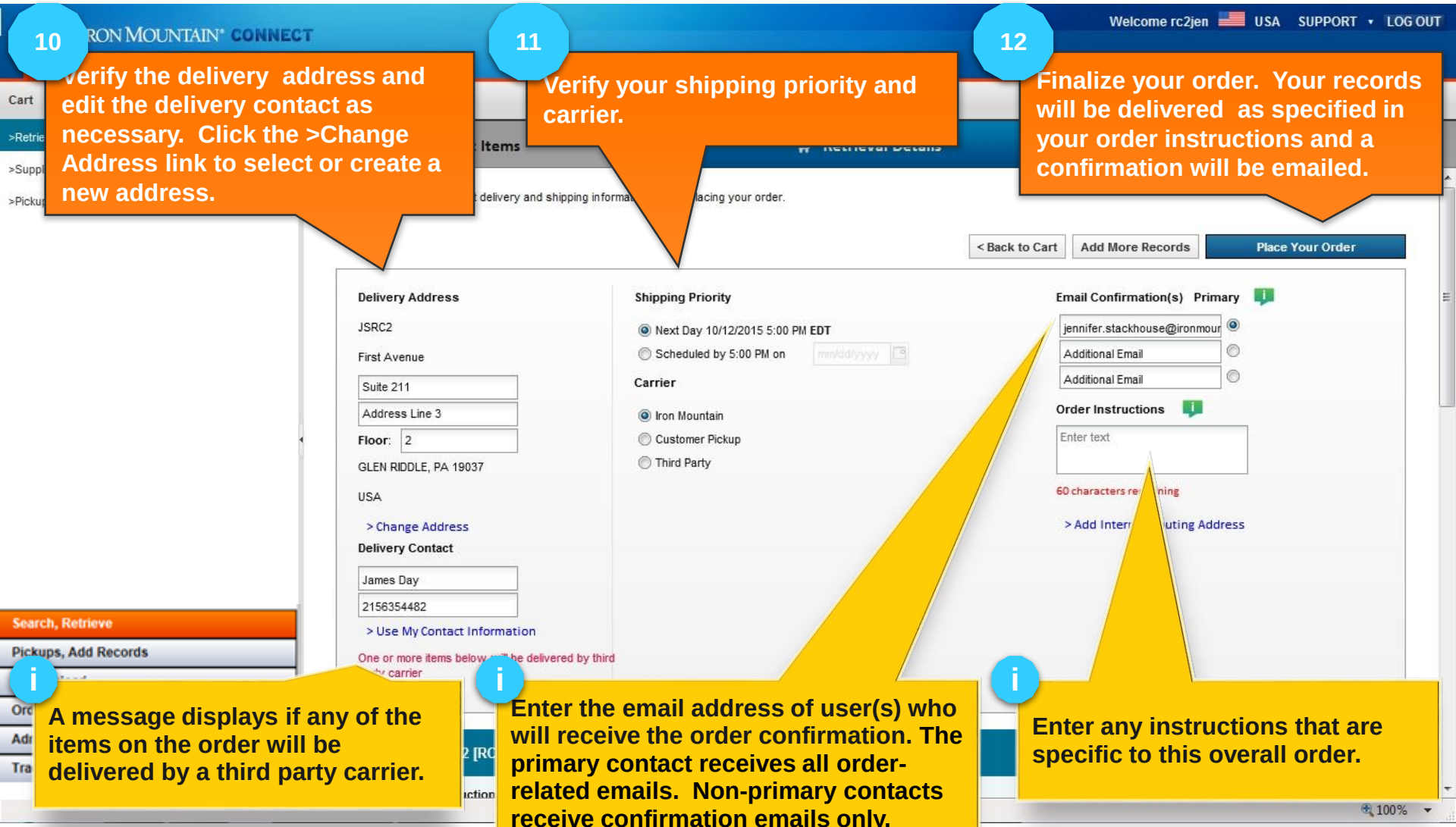

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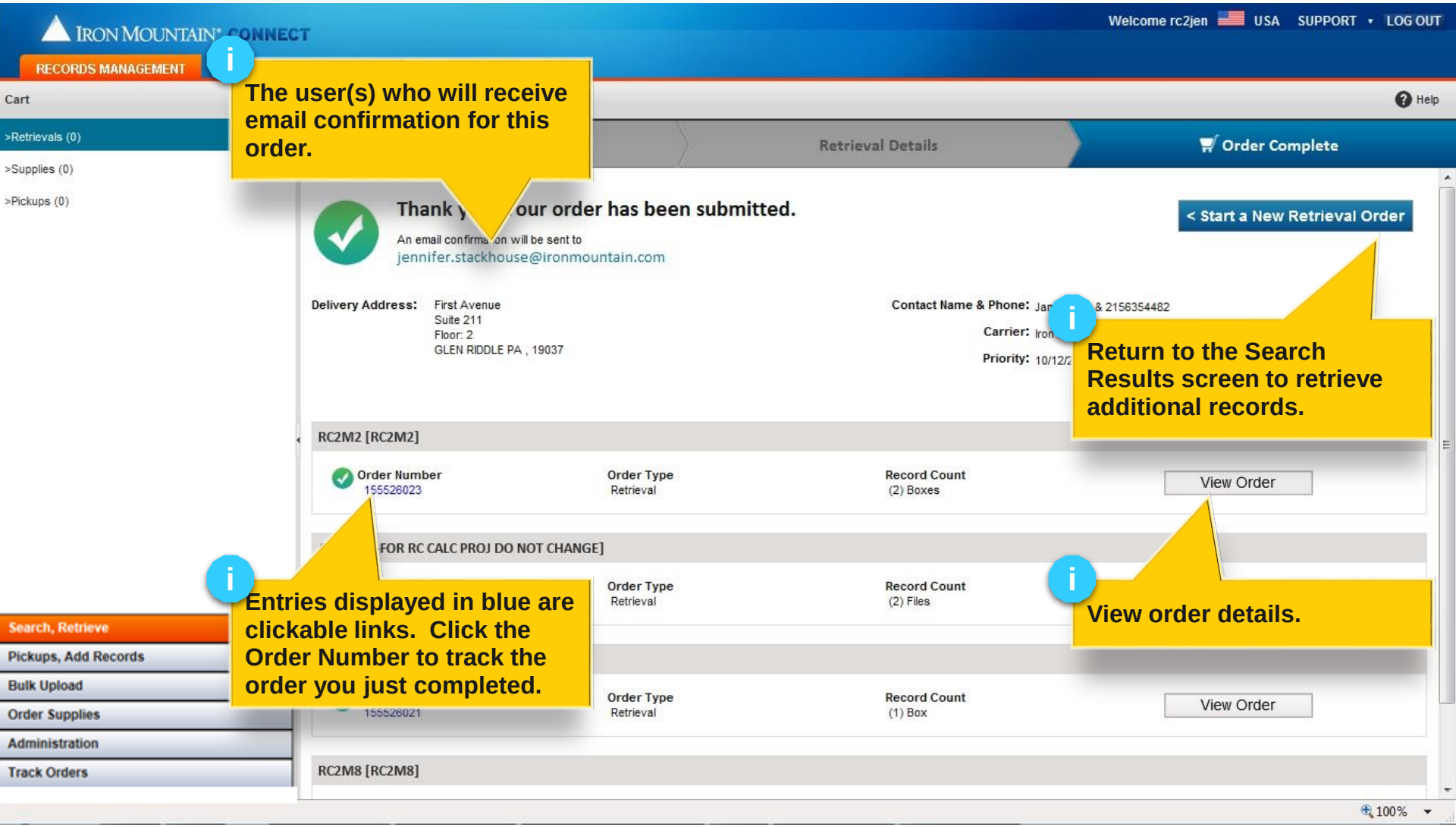


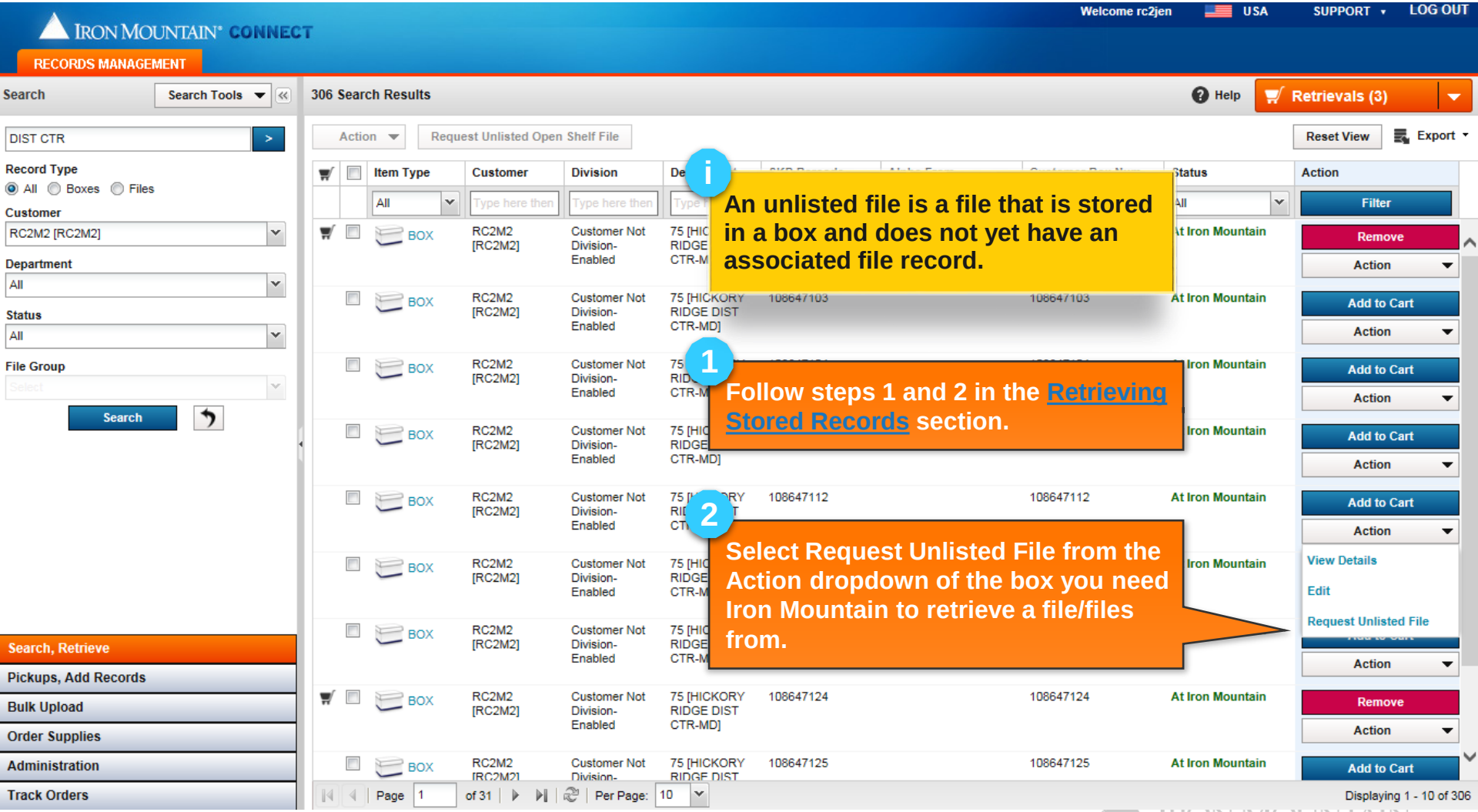
The user(s) who will receive email confirmation for this order.

Return to the Search Results screen to retrieve additional records.

Entries displayed in blue are clickable links. Click the Order Number to track the order you just completed.

View order details.

Requesting Unlisted Files



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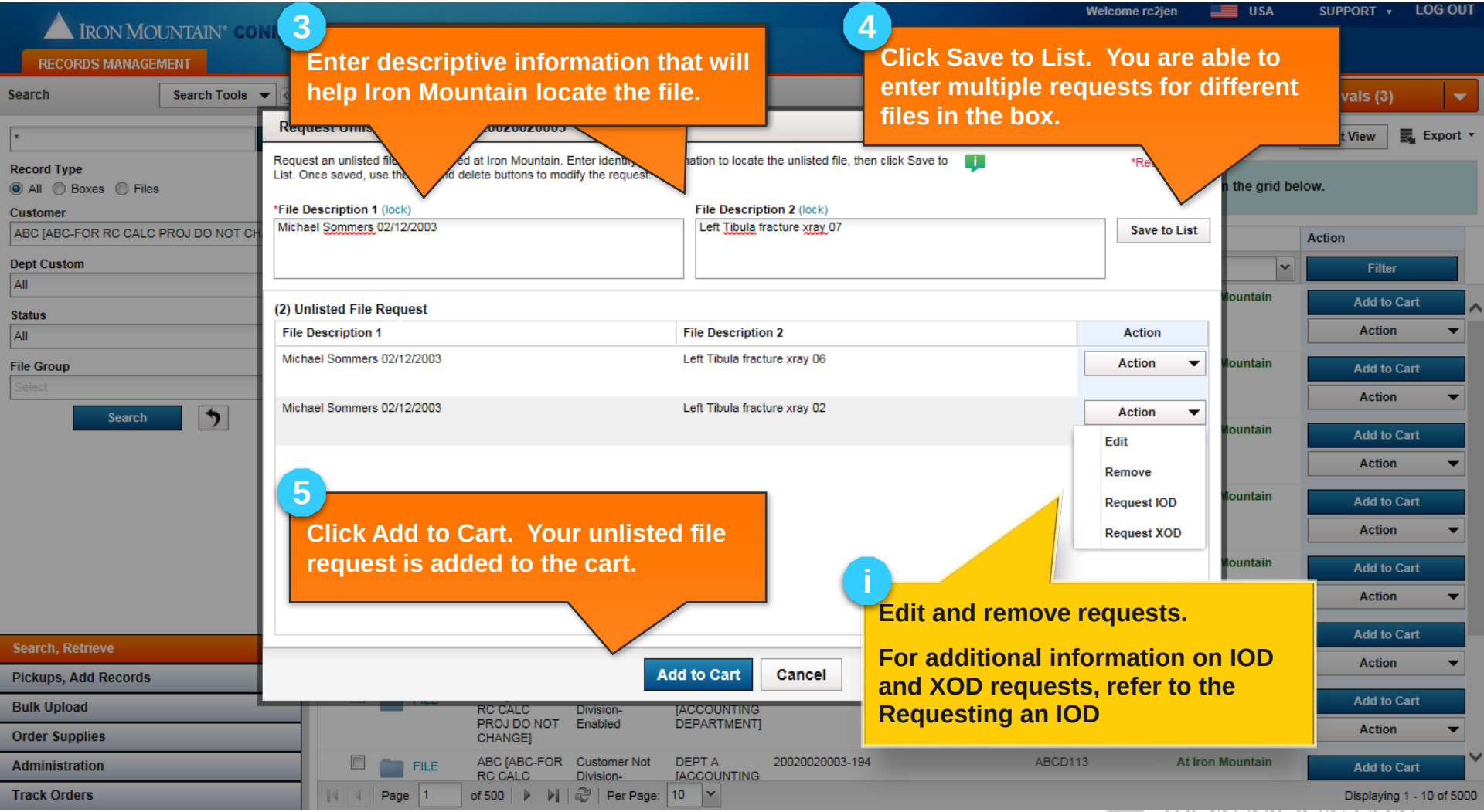

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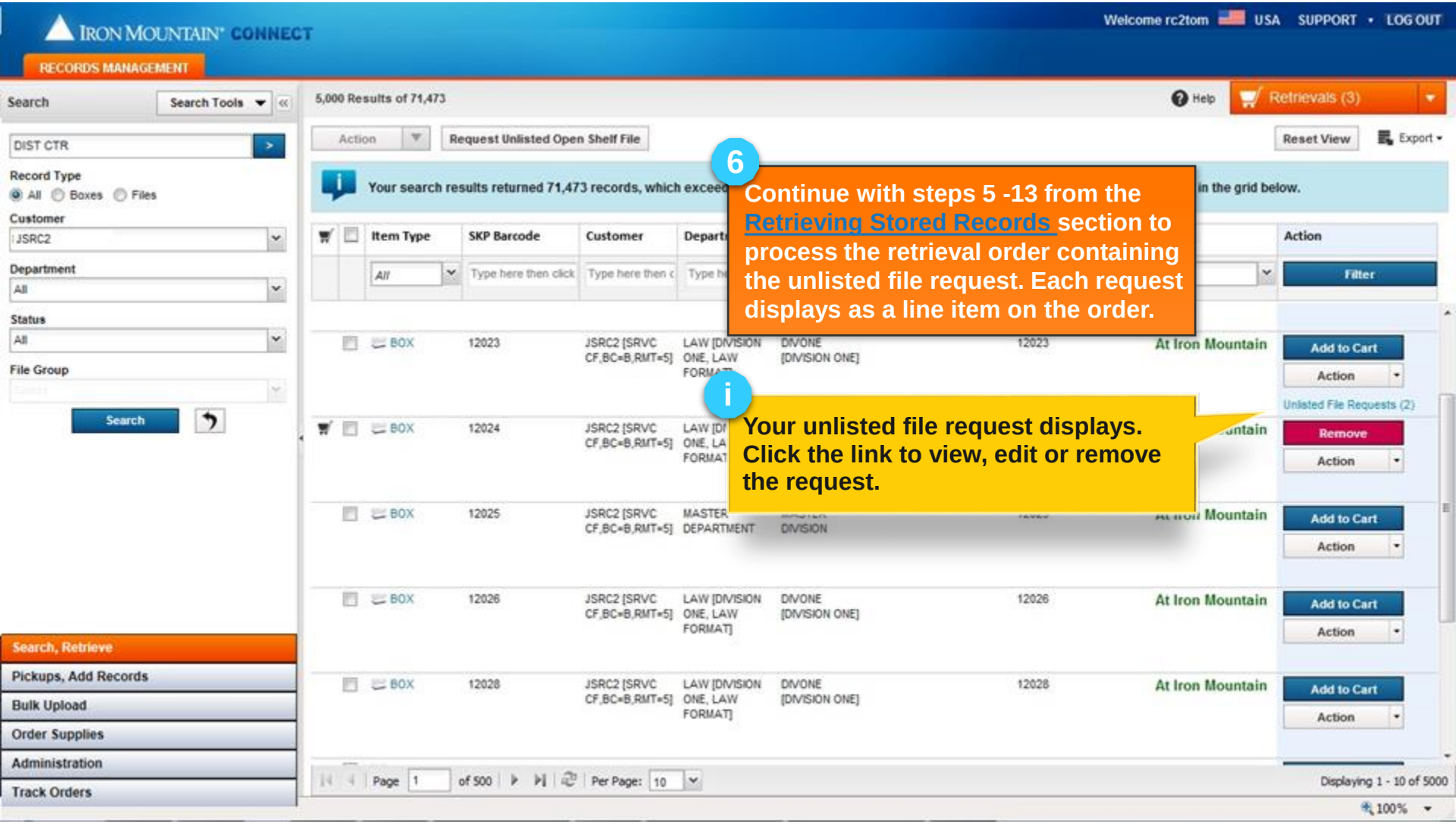
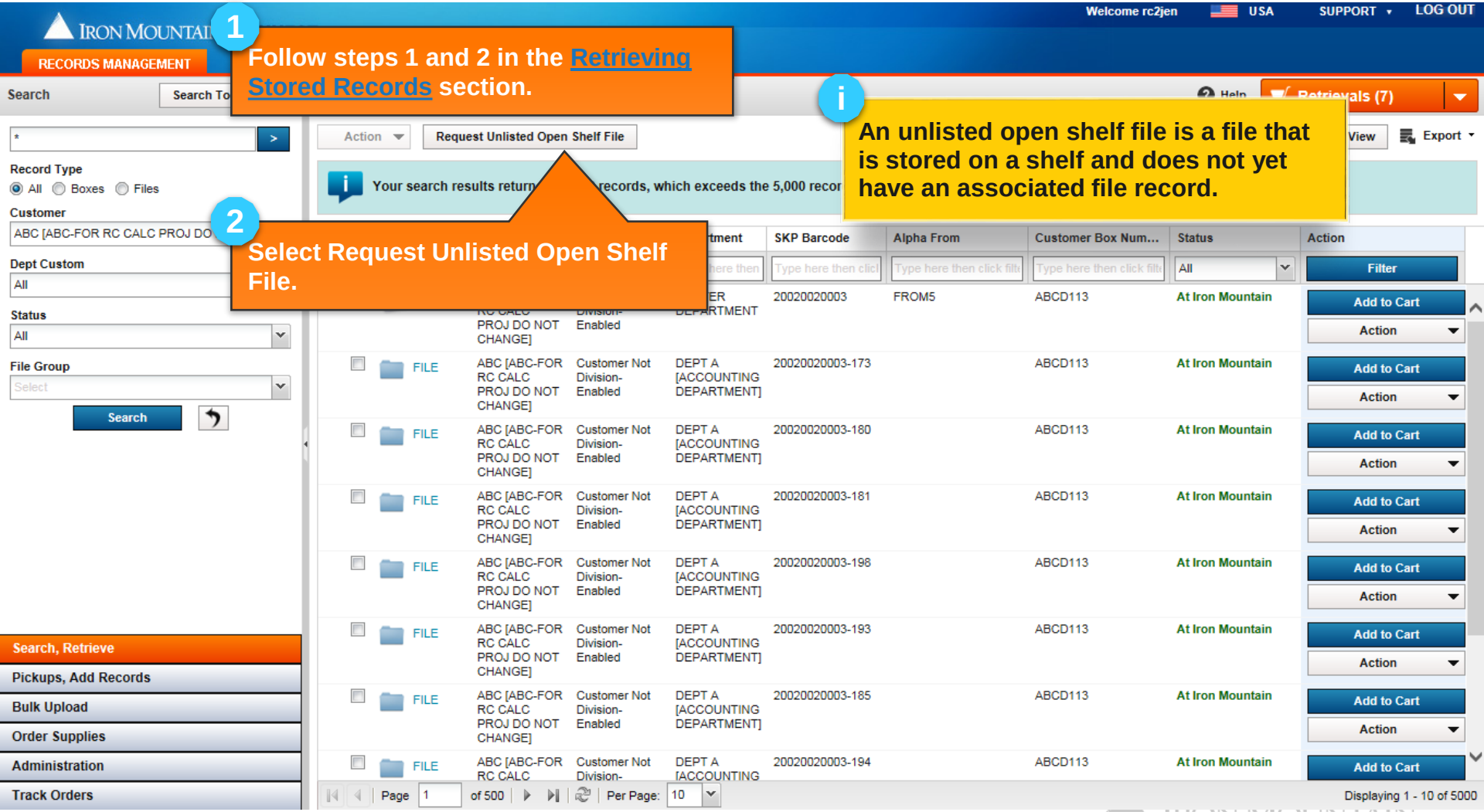


Requesting Unlisted Open Shelf Files



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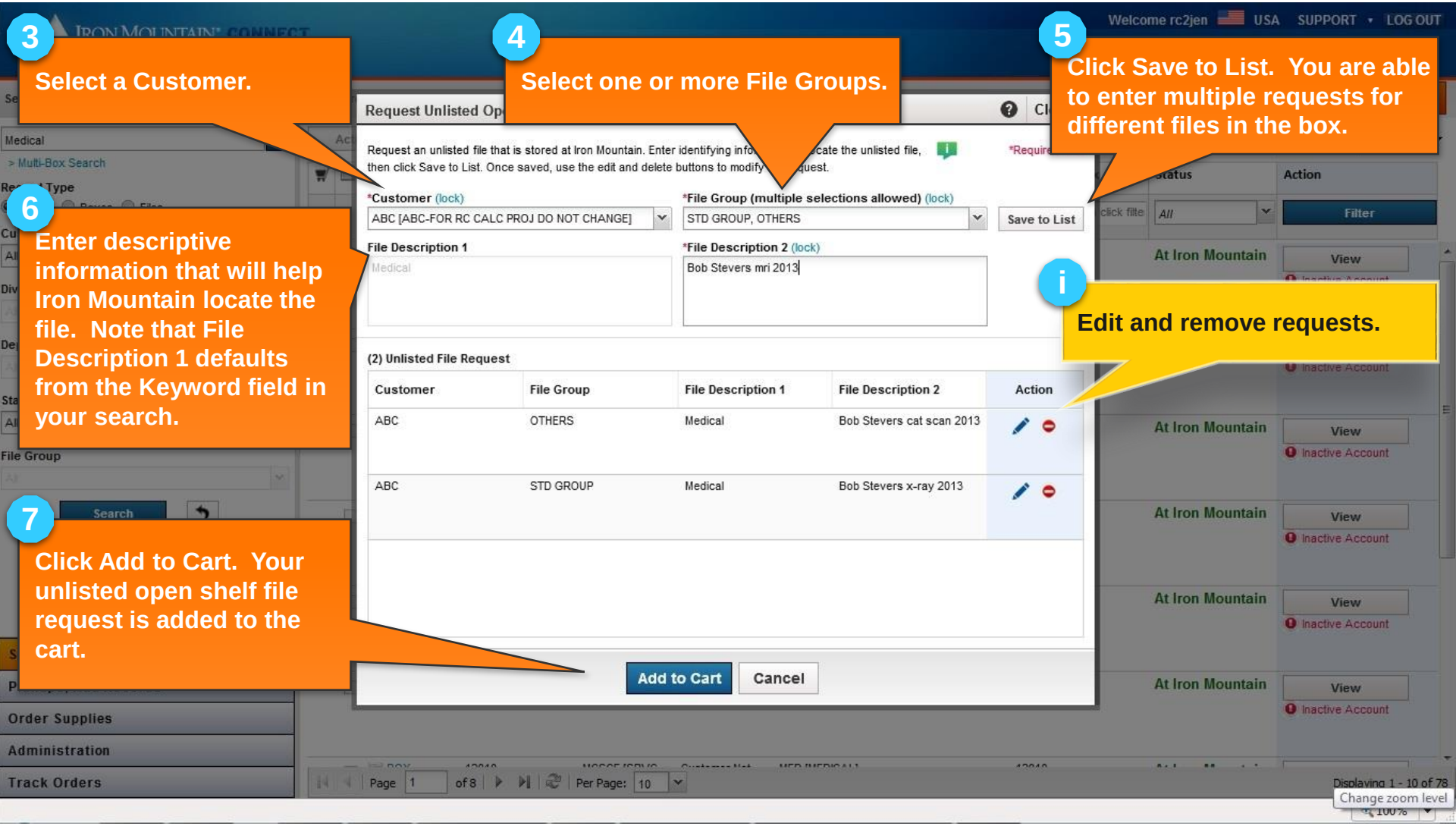

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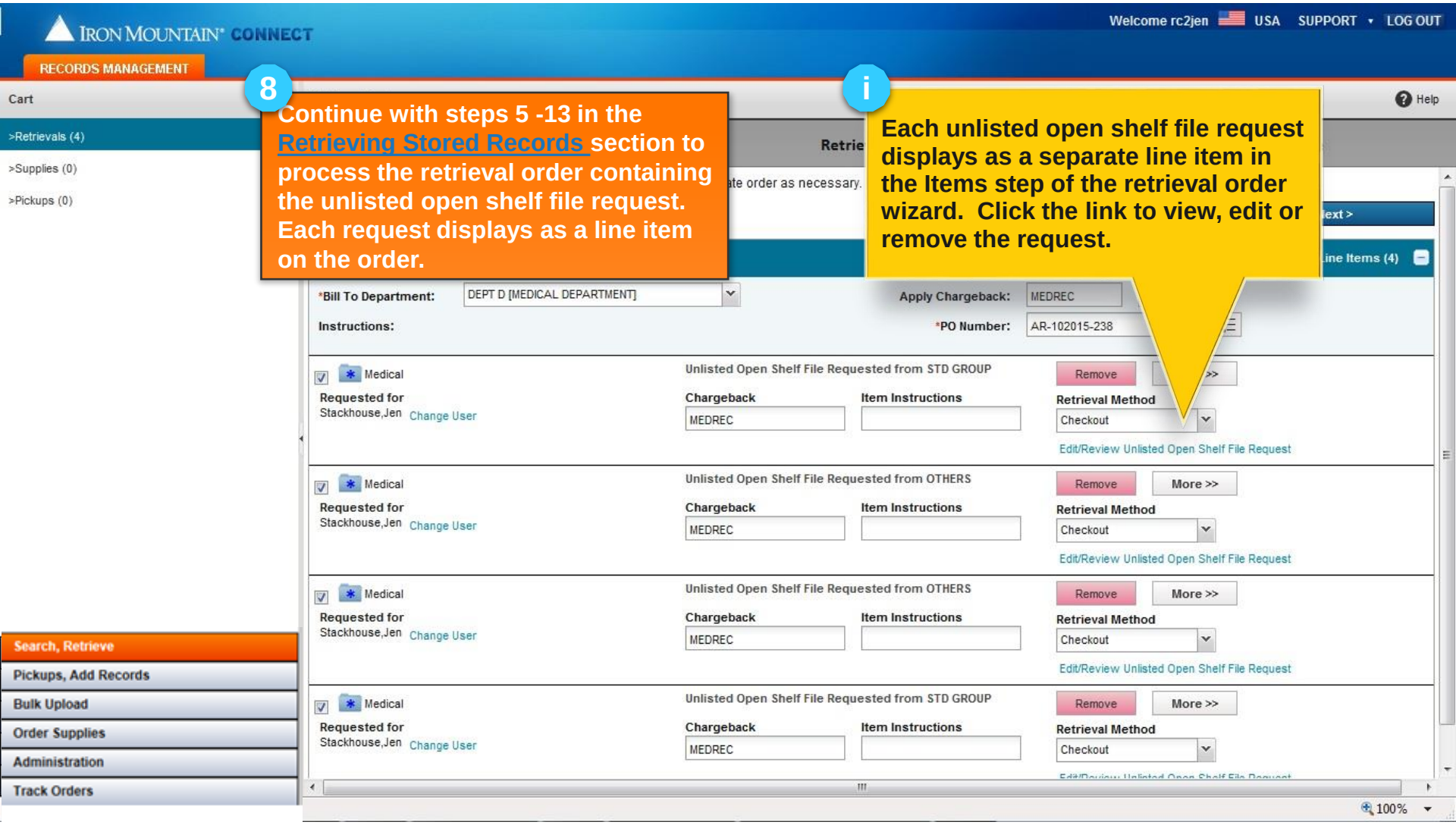
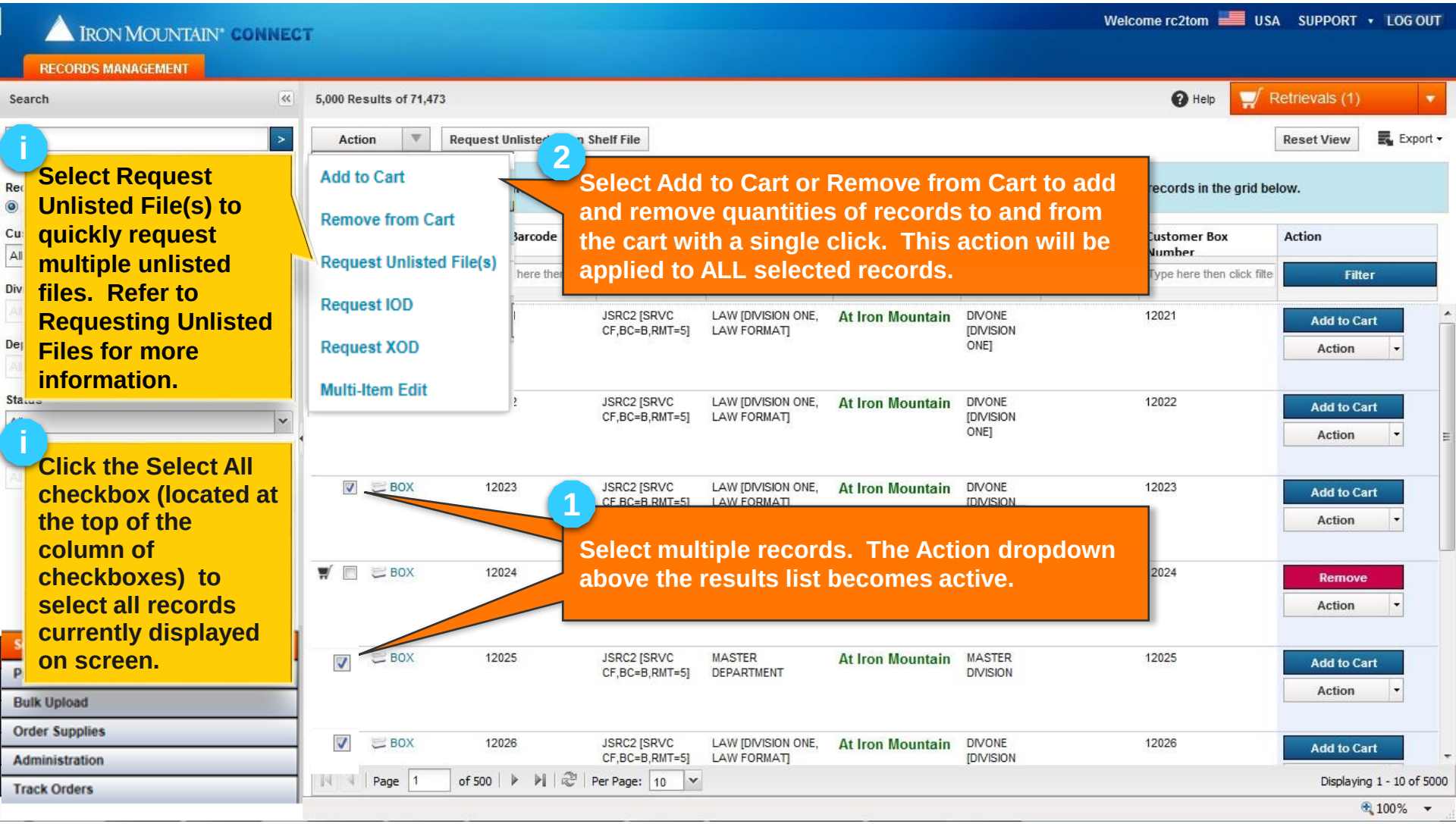
Adding and Removing Large Quantities (Bulk Actions)