

## **Managing Record Codes**

Record codes drive your retention policy by automatically calculating the length of time a record will be retained. They are defined at the enterprise, customer and department levels.

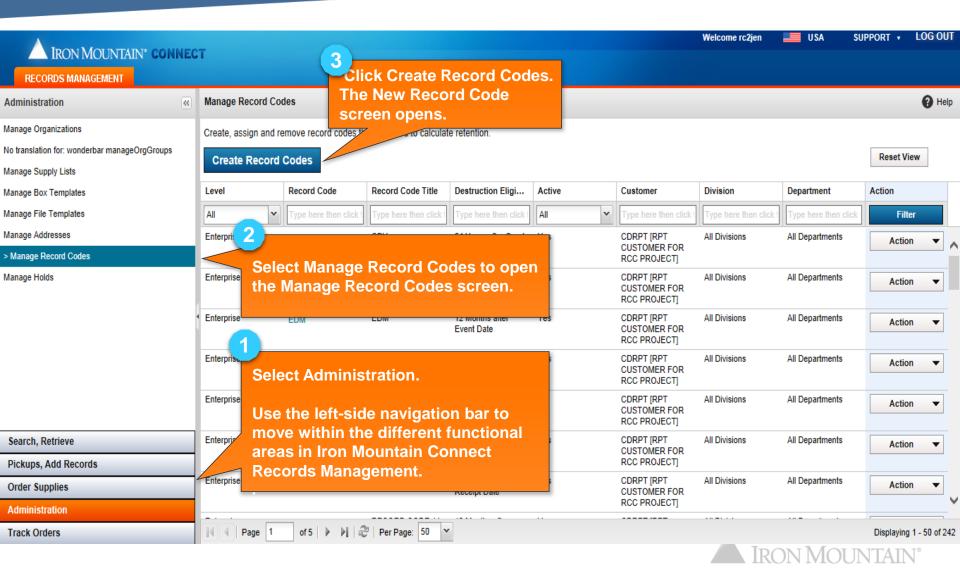
Use this guide to learn how to:

- Create a record code
- View and edit a record code

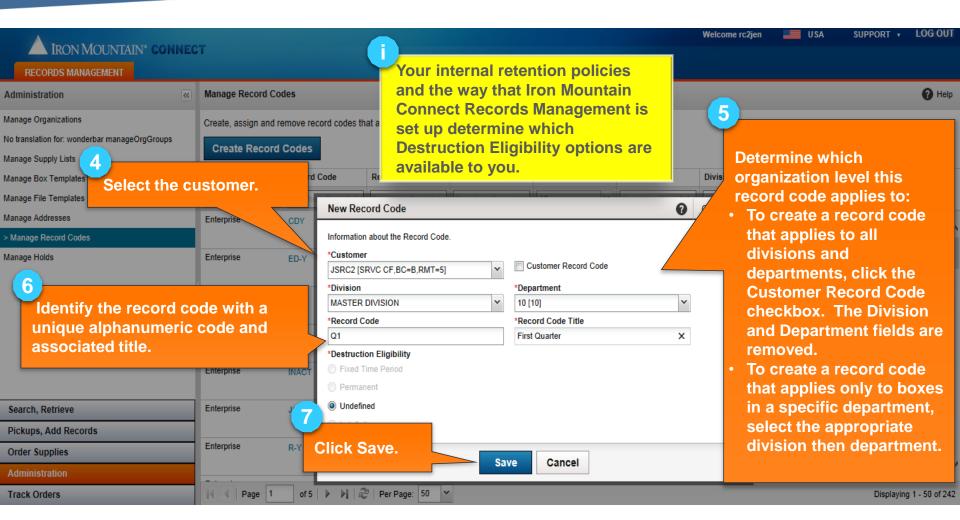
Your organization's retention options, which are set by Iron Mountain's account team, determine how each record code and its associated destruction data fields function. Refer to the *Calculating Retention* How To guide for information on assigning and removing record codes and the retention options available in Iron Mountain Connect Records Management.



## **Creating a Record Code**

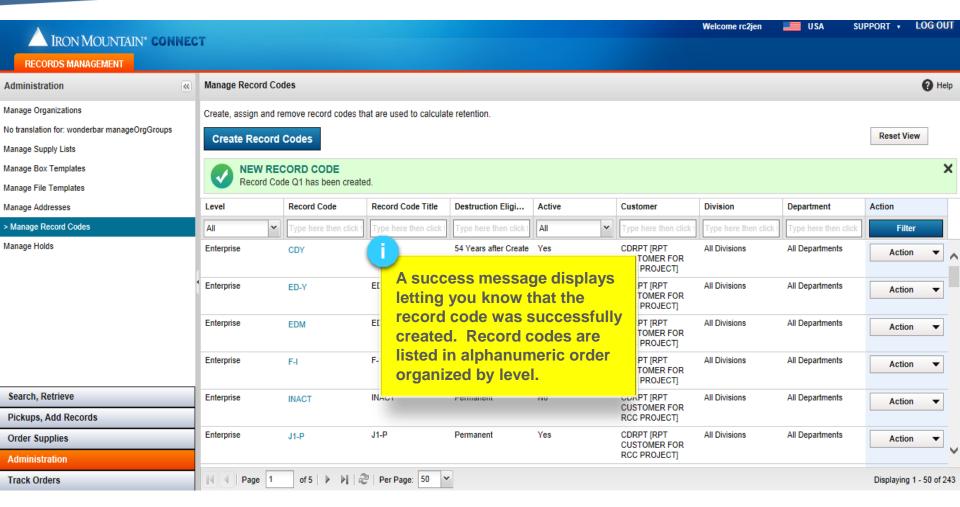


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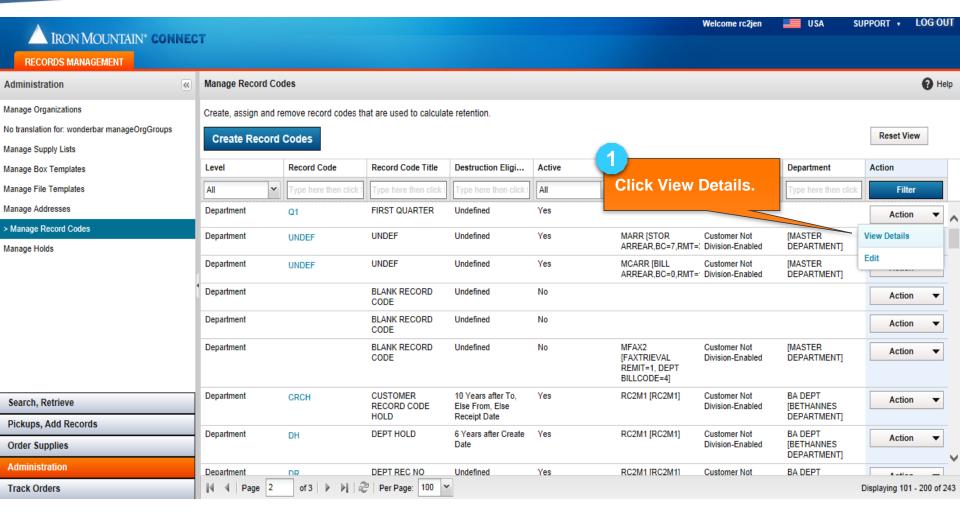


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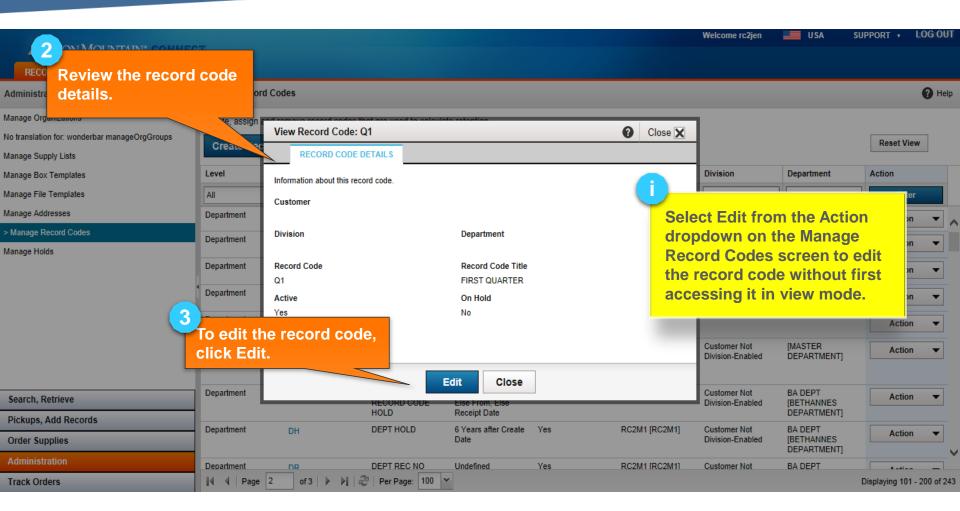


# **Viewing & Editing Record Code Details**





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