Retrieving Records

IRON MOUNTAIN CONNECT™ RECORDS MANAGEMENT



US-RM-INT-PPT-010.2017

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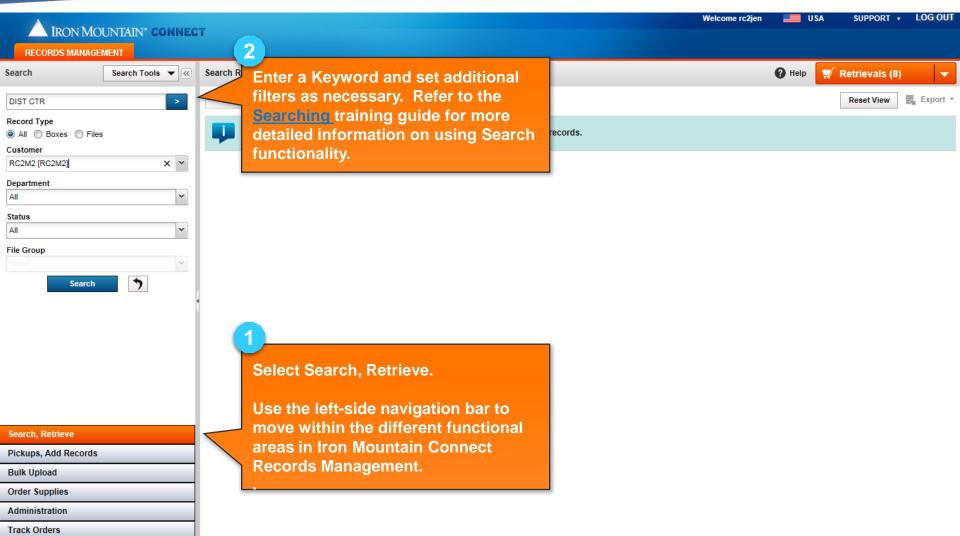
After you have searched for and located records that are stored at Iron Mountain, you will create a retrieval order for one or more records to be delivered to you from storage.

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

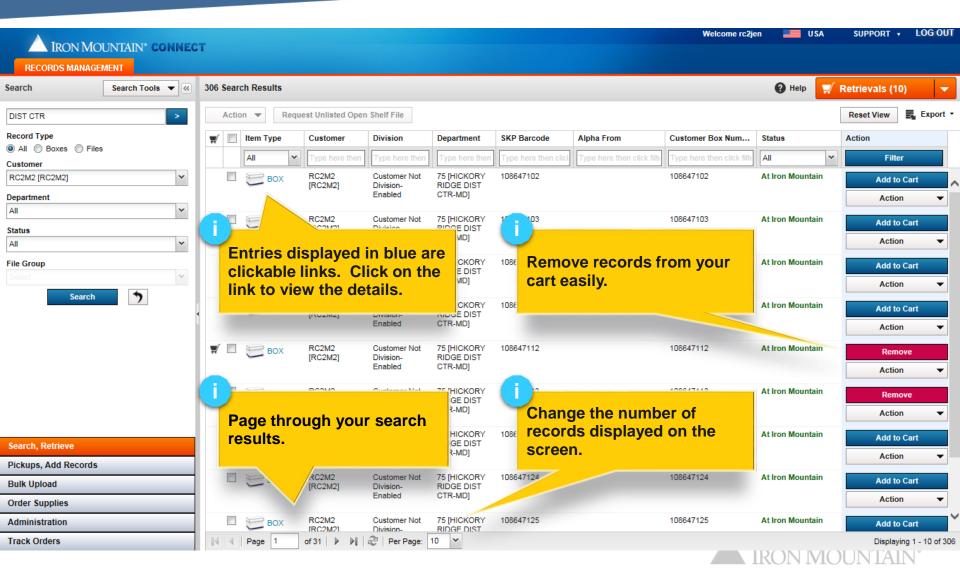
Use this guide to learn how to:

- 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



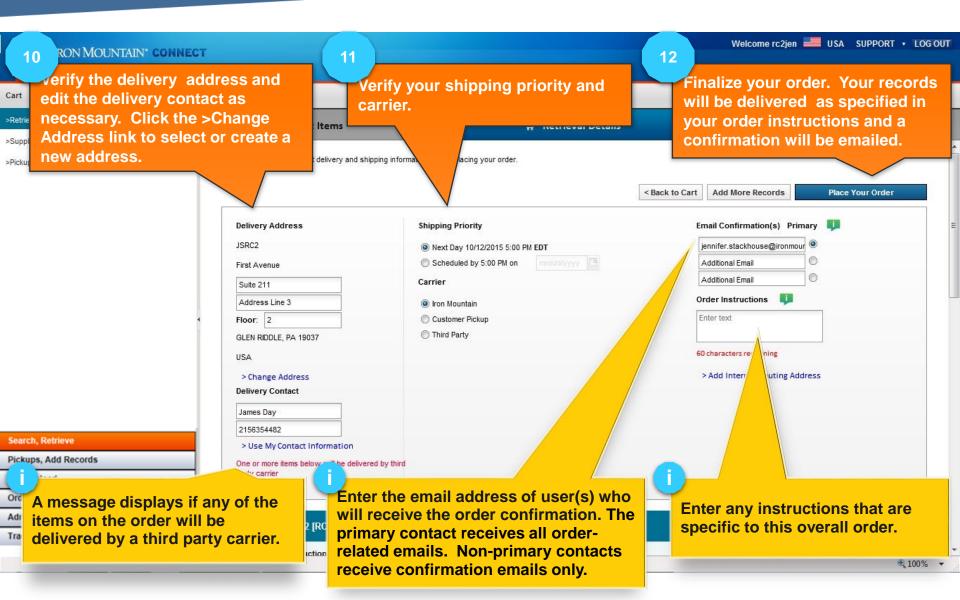


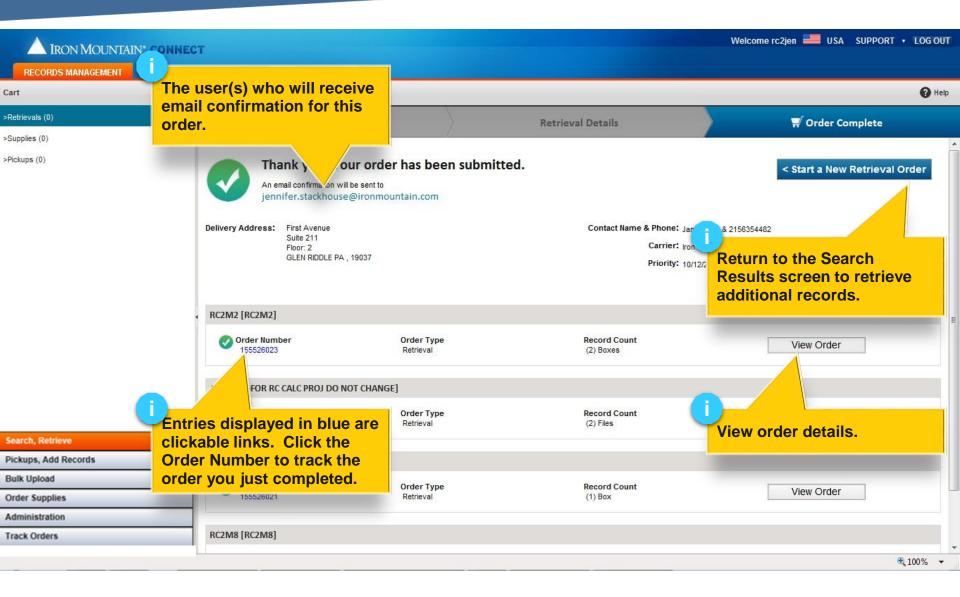
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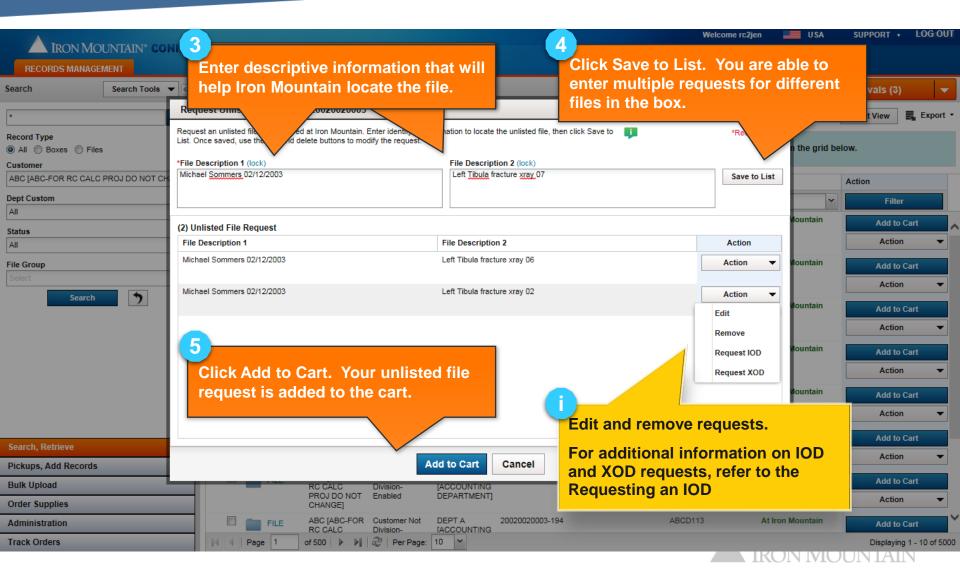




Requesting Unlisted Files

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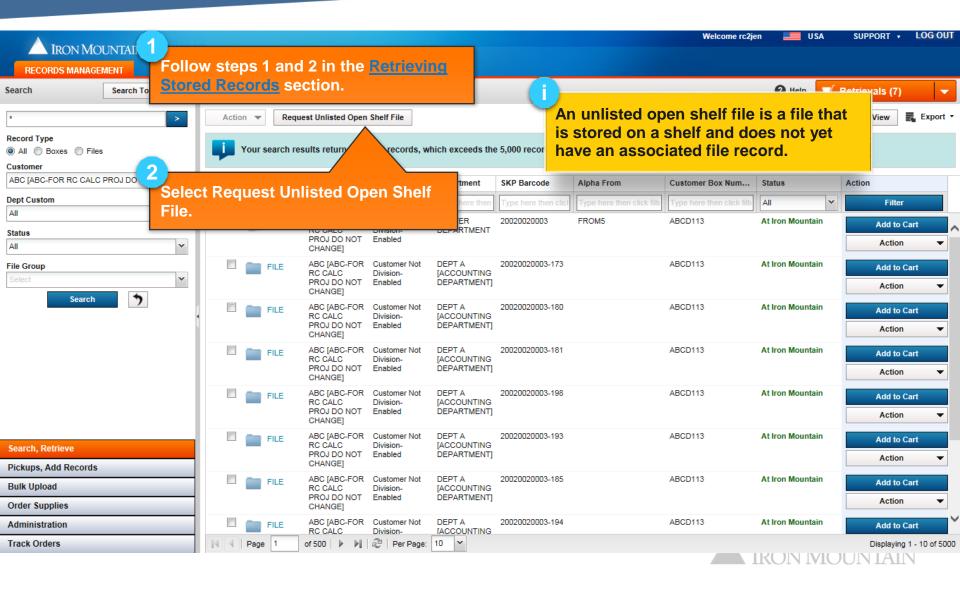
Requesting Unlisted Files



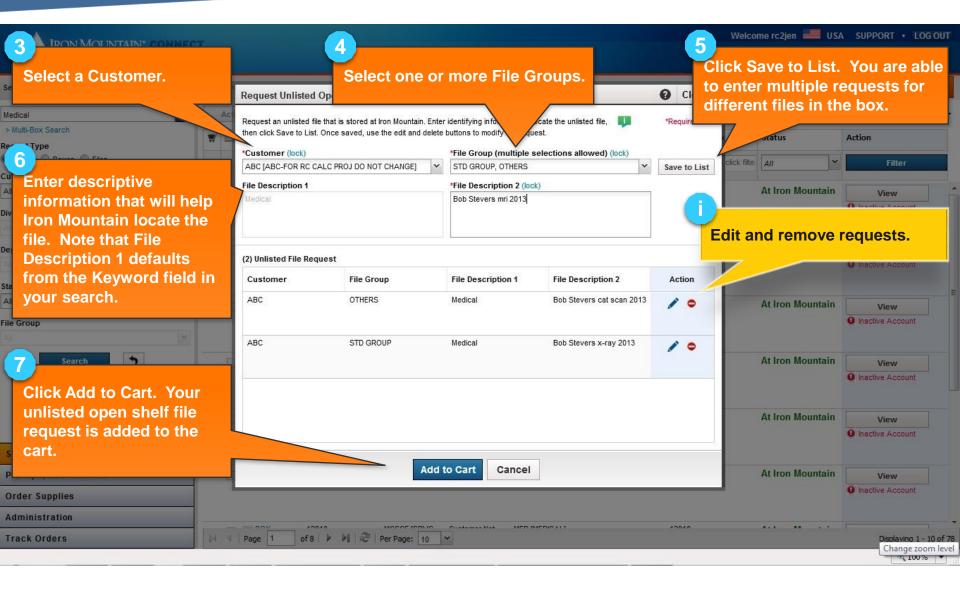
Requesting Unlisted Files

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Requesting Unlisted Open Shelf Files



Requesting Unlisted Open Shelf Files



Requesting Unlisted Open Shelf Files

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Adding and Removing Large Quantities (Bulk Actions)

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