Managing Hold Codes

IRON MOUNTAIN CONNECT™ RECORDS MANAGEMENT



US-RM-INT-PPT-9.11.2016

Managing Hold Codes

Hold codes override the retention fields on a record and prevent record destruction. As an administrator you are able to create and apply hold codes to entire record codes and departments; users are able to apply hold codes directly to boxes.

Use this guide to learn how to:

- Create a hold code
- Assign a hold code to a record code
- Assign a hold code to a department
- Remove a hold code from a record code
- Remove a hold code from a department

Refer to the Assigning & Removing Hold Codes How To guide for information on assigning and removing hold codes to/from boxes.



Creating a Hold Code

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Manage Box Templates		_		
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Creating a Hold Code





Creating a Hold Code

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