

Iron Mountain Searching in the Records Center

IMPORTANT POINTS:

- Facilities on contract to use Iron Mountain long term off-site storage & retrieval system will have access to the Iron Mountain Connect Portal.
- The Iron Mountain Account Manager will provide user names and passwords
- The search function allows the user to locate information from their department's inventory.
- Users of this checklist can refer to Searching section within this link:
<https://www.ironmountain.com/support/iron-mountain-records-connect/imcrm-howtos>
- Boxes and Files can be located by searching the Record Center.

PROCEDURE:

1. Refer the Searching section within this link: <https://www.ironmountain.com/support/iron-mountain-records-connect/imcrm-howtos>
2. Log onto Iron Mountain and click the "Records Management" icon.
3. Click the 'Search' tab at the top of the window. Enter the MRN for example.
4. The Record Type is defaulted to All, along with other sections defaulted.
5. Refer to *ORG.1410.PL.402.SD.02 Iron Mountain Adding Boxes and Files* for box/file descriptions.