

# Data Storage, Inc.'s Suggestions for Archiving Records

- Mark the upper left corner of your boxes with your client code.
- Write your unique box number on the front, upper right corner of the box. (If you use one!)
- Place the Data Storage Barcode Label under your unique box number
- Fill out the corresponding Data Storage Transmittal form.
- Make sure all boxes are intact and have lids.

## Record pertinent information

Use our Web Access Module at [http:// 68.15.127.119/webtr](http://68.15.127.119/webtr) to record valuable information about your records.

Department file.	Enter the cost center or department responsible for the file.
Box Number	The Box Number!
File	Enter the file name or number of the file
Description	A brief description of the file contents
Supervisor destruction	The person responsible for signing off on record
Date Created	Date the box and index was created
Date of Contents	Date the contents cover
Destruction Date	Tentatively scheduled destruction date

While you are not required to use our database, we highly recommend utilizing this valuable tool to record your vital information in order to manage your files efficiently!