

To request for secure storage using Iron Mountain services, please complete all the required fields of this form by computer and bring a signed copy to the Service Center. If you have any questions, please email swassist@columbia.edu or call 212-851-2201.

STEP 1: Contact Information

| | |
|------------|-------|
| Name | UNI |
| Department | Phone |

STEP 2: About Your Files

| | | |
|----------------------|---------------|--------------|
| Description of Files | Qty. of Boxes | Destroy Date |
|----------------------|---------------|--------------|

STEP 3: Label Numbers

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STEP 4: Payment Information

| | |
|------------------------|------------------------|
| Estimated Initial Cost | Estimated Monthly Cost |
|------------------------|------------------------|

| Natural Account | Dept. | Project | Activity | Initiative | Segment | Site |
|-----------------|-------|---------|----------|------------|---------|------|
| | | | | | | |

STEP 5: Signatures

| | |
|--|--|
| <p>Submitted By:</p> <p>_____</p> <p>Name</p> | <p>Approved By:</p> <p>_____</p> <p>Name</p> <p>_____</p> <p>Signature & Date</p> |
|--|--|