## **☆ COLUMBIA** | SCHOOL OF SOCIAL WORK

Facilities & Administrative Services

## Iron Mountain Storage Request Form

Iron Mountain Customer ID: N3477

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 Inform	ation						
Name				UNI			
Department				Phone			
STEP 2: About Your File	es						
Description of Files			Qty. of Boxes	_	Destroy Date		
STEP 3: Label Numbers	S						
	<u> </u>						
STEP 4: Payment Inform	mation						
	—						
Estimated Initial Cost		Estimated Monthly Cost					
Natural Account	Dept.	Project	Activity	Initiative	Segment	Site	
STEP 5: Signatures							
Submitted By:			Approved By:				
Name			Name				
			Signature	Signature & Date			