
IRON MOUNTAIN FILE RETRIEVAL (PSL-W007)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction is used to obtain personnel files that are warehoused at a facility named Iron Mountain for Sacramento City Unified School District.

2.0 RESPONSIBILITY:

- 2.1 Personnel Office Assistant

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Human Resource Services

Signature

Date

4.0 DEFINITIONS:

- 4.1 Personnel File Record—File folder that contains all of the data, transactions, and employment records that the employee has had within his employment with the Sacramento City Unified School District.
- 4.2 Iron Mountain Records Management—Vendor that houses all of the Sacramento City Unified School Districts personnel employment records/ files.
- 4.3 HRS—Human Resource Services.
- 4.4 Website: www.safekeeperplus.com
- 4.5 POA—Personnel Office Assistant.

5.0 WORK INSTRUCTIONS:

- 5.1 POA receives a request from HRS staff member by email, verbal, form, and/or handwritten.
- 5.2 POA logs into the website.
- 5.3 POA selects [SafeKeeperPLUS.com Non-Secure](http://SafeKeeperPLUS.com) with the mouse.
- 5.4 POA enters the Login ID and Password.
- 5.5 POA selects the Enter Order.
- 5.6 POA selects Retrieval.
- 5.7 POA selects BMI –Personnel File.
- 5.8 POA selects Start Order.
- 5.9 POA clicks in the field box for File Description 1 and enters the social security number of the file requested; if the social security num

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5.12 POA clicks on View Order.

5.13 POA clicks on Details to verify the name of the personnel file record is the correct one.

5.14 POA clicks on Add More Items if additional personnel file records need to be ordered and repeats previous steps 5.8 to 5.12.

5.15 POA clicks on the small box at the left of

IRON MOUNTAIN FILE