UPSTATE
MEDICAL UNIVERSITY

How To Send Boxes To The Record Storage Warehouse

Record Storage and Retrieval provides daily pickup and delivery service between the Continental Can Warehouse and downtown campus locations. Requests should be made through the Record Storage application on SelfServe. ALL requests for <u>boxes</u> going to the Record Storage warehouse must be completed through the Self-Serve application.

How to request Record Storage pickup
- Log on to Self-Serve
- Click on *Applications*
- Select *Record Storage* from the drop-down box.
  On this page you can:
  - Create a new record for a box that is being sent to Record Storage for the first time
  - Identify the box(es) that need to be returned to Record Storage
  - Arrange for Record Storage to pickup up at your department

Upstate Courier Services will transport <u>small items</u> such as X-rays and file folders to and from the Record Storage warehouse as needed for patient-care or other time-sensitive situations. (For routine delivery of small items to the warehouse please use Upstate Mail Services)

When using Upstate Courier Services please be aware of the following:
- Make sure the contents of file folders and other small items are secure by sealing them inside a large inter-office envelope.
- Each package must be clearly marked with the origin and destination department name and location
- Each package must show the name and extension of the person originating the shipment
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To ensure proper labeling use the *Upstate Courier Services Transport Request* Peel-and-stick labels. Call Dispatch at 4-5227 for a supply.

For staff who don't already have access to the Record Storage application on Self Serve you can request access by doing the following:
- Log in to SelfServ
- Click *Help* on the menu bar
- Select *Account_Request_Form*
- Indicate if you are making the request for yourself or someone else. Click *Next*
- Review information and click *Next*.
- Select *Request Specific Self Serve Application*. Click *Next*
- Select *Record Storage*
- Select the appropriate department(s)
- Click on *Submit Request*

An email will be sent to your supervisor for approval after which you'll receive an email to let you know when your request has been completed. Please contact Records Storage at **464-5814** if you have questions or need assistance.