

## Destruction Request Spreadsheet Instructions

Do not in anyway alter the spreadsheet. The IM Connect system will not accept the form if there are hidden columns, the order of the columns has been altered, or if there are multiple tabs. Each row should be a single box, do not spread the content of one box across multiple rows. Conversely, do not put the information for several boxes in a single row.

**All fields are required.**

Column	Column Name	Required information
A	<b>SAFEKEEPERPLUS BOX NUMBER</b> (TEXT MAX 11 CHARACTERS)	The <b>eleven-digit</b> Safe Keeper Plus (SKP) number can be found on the side of records boxes obtained from Iron Mountain. The SKP number is the unique identifier that Iron Mountain uses to manage your records. The SKP number should only ever be used on a single row. Each row represents one box of records; each box of records needs a unique SKP.
B	<b>CUSTOMER ID</b>	For all submissions made from Queen's University, you must include our Iron Mountain assigned customer id <b>89519</b> . This five-digit number must be used on every row that contains information for a box you wish to send to Iron Mountain.
C	<b>DIVISION ID</b>	Each unit at Queen's will have a division id that must be filled in. <b>ARTSCI</b> <b>FACED</b> <b>FEAS</b> <b>HMRC</b> <b>HSCI</b> <b>LAW</b> <b>LIB</b> <b>PRIN</b> <b>QSB</b> <b>REG</b> <b>VPA</b> <b>VPADV</b> <b>VPDGS</b> <b>VPFA</b> <b>VPHR</b> <b>VPR</b> <b>VPSA</b> One of the above codes must be used. If you are unsure which division id is appropriate, contact the Queen's records manager for assistance.
E	<b>DEPARTMENT ID</b>	Each unit at Queen's will have a <b>five-digit</b> department id number that must be filled in. The department ids are too numerous to list here; if you are unsure your department id is, contact the Queen's records manager for assistance.