

## Box Level Data Entry Instructions

When filling out a spreadsheet to send **new** boxes of records and documents to Iron Mountain be sure to avoid special characters such as bullets and ampersands “&” as the Iron Mountain Connect upload process cannot process forms that contain special characters.

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.

Required Fields are highlighted in green, optional fields are not highlighted, fields that should be left **blank** are highlighted in red.

Column	Column Name	Required information
A	<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.
B	<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.
C	<b>CUSTOMER BOX NUMBER</b> (TEXT MAX 11 CHARACTERS)	As Queen’s University has not established an enterprise wide standard box numbering convention, simply repeat the information from the SAFEKEEPERPLUS BOX NUMBER column in this column. With the exception that if your unit having its own pre-established numbering convention, it should then be used instead.
D	<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.
F	<b>RECORD CODE</b>	The records and documents being sent to Iron Mountain should have a record code associated with them. The Queen's University Archives have established a multitude of Records Retention Schedules which include record codes. A record code follows a standard format and looks like this: <b>AD2500-32</b> (this particular record code is for University Accounting, Accounts Payable). The Records Retention Schedules can be found on the Queen's University Archives website. If you are unsure which record code is appropriate, contact the Queen's records manager for assistance.
G	<b>FROM DATE</b>	The From Date refers to the earliest date of the records in the box. The required format for the From Date is either <b>MM/DD/YYYY</b> or <b>DD/MM/YYYY</b> . If you do not know the precise date of the earliest record in a box, it is acceptable to approximate it by filling in the month and year accurately and simply choosing <b>01</b> as the Day.
H	<b>TO DATE</b>	The To Date refers to the latest date of the records in the box. The required format for the To Date is either <b>MM/DD/YYYY</b> or <b>DD/MM/YYYY</b> . If you do not know the precise date of the latest record in a box, it is acceptable to approximate it by filling in the month and year accurately and simply choosing the <b>last day (28-31)</b> of that month as the Day.
I	<b>MAJOR DESCRIPTION</b> (TEXT MAX 30 CHARACTERS)	A <b>brief</b> description of the contents of the box. The 30-character count includes spaces and punctuation.
J	<b>MINOR DESCRIPTION</b>	Leave this field <b>blank</b> . The Minor Description field is used for the transfer number, which is assigned by the Records Management office.
K	<b>DESTRUCTION DATE</b>	The Destruction Date refers to date after which documents are eligible for final disposition, either destruction or Archival transfer. Refer to the retention schedule to determine the final disposition. The required format for the To Date is either <b>MM/DD/YYYY</b> or <b>DD/MM/YYYY</b> .
L	<b>DESTRUCTION INDICATOR</b>	Leave this field <b>blank</b> .
M	<b>LONG DESCRIPTION</b> (TEXT MAX 5000 CHARACTERS)	Use this field to describe the contents of the box more fully than the Major Description allows.
N	<b>ALPHA FROM</b> (TEXT MAX 10 CHARACTERS)	If it is useful describe the box based on the alphabetical range of its content, use this field; <b>otherwise leave this field blank</b> .
O	<b>ALPHA TO</b> (TEXT MAX 10 CHARACTERS)	If it is useful describe the box based on the alphabetical range of its content, use this field; <b>otherwise leave this field blank</b> .
P	<b>CREATE DATE</b>	Leave this field <b>blank</b> .
Q	<b>EVENT DATE</b>	Leave this field <b>blank</b> .
R	<b>REFERENCE 1</b>	Leave this field <b>blank</b> .
S	<b>BOX HOLD CODE</b>	Leave this field <b>blank</b> .