

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.

Column	Column Name	Required information
A	(TEXT MAX 11 CHARACTERS)	The Safe Keeper Plus (SKP) number can be found on the side of records boxes obtained from Iron Mountain. The SKP number is