

Field	Description	Characters	Required?
CUSTOMER ID	NSU Customer ID (FS776)	(TEXT MAX 5 CHARACTERS)	Mandatory
SAFEKEEPERPLUS BOX NUMBER	Blue SKP Barcoded	(TEXT MAX 11 CHARACTERS)	Mandatory
CUSTOMER BOX NUMBER	Internal Dept Box Number or SKP	(TEXT MAX 11 CHARACTERS)	Mandatory
DIVISION ID	IM Division	(TEXT MAX 12 CHARACTERS)	Mandatory
DEPARTMENT ID	IM Department	(TEXT MAX 12 CHARACTERS)	Mandatory
RECORD CODE	Code from retention schedule that identifies the category of the records contained in the box.	(TEXT MAX 18 CHARACTERS)	Mandatory
FROM DATE	Date range for the files in box	(DATE MM/DD/YYYY or DD/MM/YYYY)	Optional
TO DATE	Date range for the files in box	(DATE MM/DD/YYYY or DD/MM/YYYY)	Optional
MAJOR DESCRIPTION	Main description of the files in box	(TEXT MAX 30 CHARACTERS)	Mandatory
MINOR DESCRIPTION	Secondary description of files in box	(TEXT MAX 30 CHARACTERS)	Mandatory
DESTRUCTION DATE	Date eligible for destruction	(DATE MM/DD/YYYY or DD/MM/YYYY)	Optional
DESTRUCTION INDICATOR	not applicable	(TEXT I or U or P)	n/A
LONG DESCRIPTION	Searchable text field for information related to the box	(TEXT MAX 5000 CHARACTERS - remove formatting such as bullets)	Optional
ALPHA FROM	Alpha range for files in the box	(TEXT MAX 10 CHARACTERS)	Optional
ALPHA TO	Alpha range for files in the box	(TEXT MAX 10 CHARACTERS)	Optional
CREATE DATE	Date that the files were boxed for storage	(DATE MM/DD/YYYY or DD/MM/YYYY)	Mandatory
EVENT DATE	Date that retention is based upon	(DATE MM/DD/YYYY or DD/MM/YYYY)	Mandatory
REFERENCE 1	Internal NSU department reference code if applicable.	(TEXT MAX 25 CHARACTERS)	Optional
BOX HOLD CODE		(TEXT MAX 3 CHARS)	Optional