DELETE (D): A delete means to remove an existing record.

INSERT (I): An insert means to add a new record. **ALL data elements** must be entered (see Appendix A for details on data elements).

UPDATE (U): An update means to change one or more data elements of an existing record. **ALL data elements** must be entered, even though only one element may be changing (see Appendix A for details on data elements).

To change a space number only and leave all the other information the same:

**First, DELETE** the entire record (Oracle will not allow the space number to be changed).

**Second, INSERT** the entire record again with the NEW space number.

To change only the FACILITY NUMBER (and/or name) with all the space information remaining the same, CPDC Space Management must be notified.

All **FACILITY** updates, deletes and inserts must be completed by CPDC Space Management.