Schedule 156

NEBRASKA AREA AGENCIES ON AGING (NE4A)

April 5, 2011

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

REQUEST FOR APPROVAL OF RECORDS RETENTION AND DISPOSITION SCHEDULE	SCHEDULE 156
	AGENCY, BOARD OR COMMISSION **NEBRASKA AREA AGENCIES ON AGING (NE4A)**
TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	DIVISION, BUREAU OR OTHER UNIT

PART I – AGENCY STATEMENT:

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE Connie Cooper	
TITLE Chairman, Nebraska Association of Area Agencies on Aging	DATE 3/25/11

PART II – APPROVAL OF STATE ARCHIVES:

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE	DATE
Gayla Koerting	3/29/2011

PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:

The attached schedule has been reviewed, all audit material has been properly identified, and this schedule is approved as submitted.

SIGNATURE	DATE
Deann Haeffner	3/29/11

PART IV – APPROVAL OF STATE RECORDS ADMINISTRATOR:

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE	DATE
John A. Gale	4/5/2011

RMA 01005D

<u>INSTRUCTIONS FOR USING THIS SCHEDULE</u>

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the Local Agencies General Records Schedule #24 contains those records common to most local government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is**.** Note: Your agency's unique schedule will take precedence over General Records Schedule #24 for any items which have differences in retention requirements.

2. Dispose of records that have met their retention periods.

3. For records requiring a review of or transfer to the **NE State Historical Society (State Archives)**, your agency is required to contact the State Archives and negotiate the transfer. Additionally, **once the records are accessioned to their collection, they become the property of the State Archives**. The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Nebr. Rev. Stat. §82-107). Please contact their office by calling (402) 471-4783.

4. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Specialist in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Specialist in Records Management can assist you with the schedule update, which may involve adding new records series and making revisions to existing items. Keeping your schedule current will ensure you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Specialist in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or microfilming records, scanning records, etc.

Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559

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SCHEDULE 156 – NEBRASKA AREA AGENCIES ON AGING (NE4A)

156-1 CARE MANAGEMENT

156-1-1 CARE MANAGEMENT FILE

In-home assessment of client's lifestyle and social and health needs. Care management unit assesses what types of services may be needed. May include, but not limited to: comments from other professionals, outline of action, goals-objectives, name of applicant, etc.
Dispose of 6 years after case closed.

156-2 EMPLOYMENT (TITLE V AND LABOR – EXPERIENCE WORKS)

156-2-1 DAILY LOGS

Lists of all contacts with clients and employers. These stats are compiled for each quarterly report.
Dispose of after 5 years, provided audit has been completed. [1]

156-2-2 EXPERIENCE WORKS CLIENT FILES

File of Experience Works clients including their name and address, employment application form, intake form, contact log, status change/termination notice, eligibility verification, etc.
Dispose of 5 years after last activity, provided audit has been completed. [1]

156-2-3 PRIVATE SECTOR CLIENT FILES

These clients are not qualified for Experience Works, but are provided with job search assistance. Contents may include, but not limited to: intake form, interest and work history form, resumes, and other pertinent information.
Dispose of 5 years after last activity, provided audit has been completed. [1]

156-2-4 QUARTERLY REPORTS

Submitted to SUA (State Unit on Aging) outlining Experience Works, Title V and Private Sector activities for a three month period.
Dispose of after 5 years, provided audit has been completed. [1]

156-2-5 TITLE V CLIENT FILES

Files of Title V clients including their name and address, job description, client intake form, evaluation form, performance appraisals, etc.
Dispose of 5 years after last activity, provided audit has been completed. [1]

156-3 FISCAL RECORDS

156-3-1 AREA PLANS

NE4A's proposed plans for that year's project operations. A four-year plan is also submitted to the Nebraska State Unit on Aging. May include, but is not limited to: introduction, application for grant award, description of programs, history of agency, maps, administration, fiscal information, staff organization, short and long range goals and objectives.

ORIGINAL RECORD:
FOUR-YEAR PLAN: Retain one copy permanently OR transfer to the State Archives after 10 years.
OTHER PLANS: Retain one copy permanently.
ALL OTHER COPIES: Dispose of when no longer of reference value.

156-3-2 BUDGET FILES

Records pertaining to budget fund requests, appropriations and expenditures for each fiscal period. May include, but is not limited to: budget proposals, budget summaries, actual expenditures per account, ledgers, amendments, expenditures by revenue sources, unapproved budgets, notes, worksheets, and list of other local funding sources.
Dispose of after 5 years, provided audit has been completed. [1]

156-3-3 CONTRACTS AND AGREEMENTS

Written contracts and agreements between the Area Agency on Aging and other agencies, organizations and individuals for performing specific services. Contracts may include, but are not limited to: terms of the agreement, conditions and grounds for termination.
See CONTRACTS AND AGREEMENTS, (Schedule 24).

156-3-4 GRANT FILES

File of Grant Applications and Notifications of Grant Awards for various aging programs and may include other pertinent information.
See GRANTS, (Schedule 24).

156-4 GENERAL RECORDS

156-4-1 COMPLAINT FILE

Written complaints and criticisms from clients and the general public regarding NE4A programs and services.
Dispose of 1 year after complaint has been followed up or resolved, whichever is sooner.

156-4-2 HUMAN SERVICES FILE

Reference file of local human service agencies, their newsletters, bulletins, and correspondence.
Dispose of when no longer of reference value.

156-4-3 MAILING LISTS
Directory of individuals and organizations which receive regular mailings of information from the NE4A.
Dispose of when superseded or obsolete.

156-4-4 PERSONNEL RESOURCE FILE
Originals and copies of personnel related functions such as affirmative action plans, training materials, accreditation papers, rating sheets, position descriptions and functions, requests to fill positions, etc. *NOTE: Is not to include any PERSONNEL RECORDS, (Schedule 24).*
Dispose of when superseded or obsolete.

156-4-5 PHOTOGRAPHS
Prints, slides and negatives of programs, and individuals connected with the NE4A. Information is used in displays, publications and for recruitment purposes.
Dispose of when no longer of reference value.

156-4-6 PUBLIC HEARING FILE
Records of public hearings with local elderly citizens and agencies, to obtain direct input and comment regarding proposed programs. File may include, but is not limited to: newspaper clippings, notice of public hearing, notes, worksheets, agendas, and minutes.
MEETING MINUTES AND AGENDA: Retain permanently.
ALL OTHER RECORDS: Dispose of after 5 years.

156-4-7 REFERENCE FILES
General interest information usually for reference purposes but not essential to the NE4A. May include, but is not limited to: maps, records of human services organizations, brochures, and general interest copies of correspondence.
Dispose of when no longer of reference value.

156-4-8 REFERENCE LIBRARY FILE INDEX
Index of the books and other publications in the Reference Library. Contains the title of the publication, number of pages, name of author, subject code category, etc.
Dispose of when no longer of reference value.

156-5 LOCAL GOVERNMENT PROGRAMS

156-5-1 LOCAL GOVERNMENT FUNDED PROGRAM RECORDS
County monies that fund services or programs specifically for the elderly and generally follow the Title III Program standards. May include, but is not limited to: client file and supporting documentation, cash received documents, control logs, monthly data, and fiscal reports.
Dispose of 5 years after last activity, provided audit has been completed. [1]

156-6 NUTRITION (CONGREGATE AND/OR HOME-DELIVERED MEALS

156-6-1 CASH RECEIVED FORM

Record indicating the freewill cash contributions received from each congregate meal site. May include, but is not limited to: site name and number, week ending, contribution per day, week total, total for all sites, and deposit by amount.
Dispose of after 5 years, provided audit has been completed. [1]

156-6-2 CERTIFICATION OF MEDICALLY DIAGNOSED NEED FOR HOME DELIVERED MEALS

Certification attesting that a participant in the home delivered meals program is eligible for that service. There are three different categories of certification:

1. Temporary certification (6 weeks or less).
2. General certification (up to 1 year).
3. Recertification (follows the general certification period).

Dispose of 3 years after last certification date.

156-6-3 CONTRACT AGENCY OUTREACH RECORDS

Records regarding congregate meal sites, which are received from the contract agencies outreach workers. May include, but is not limited to: individual contact log, referral form, daily summary sheet, outreach and/or a worker's daily log.
Dispose of after 1 year.

156-6-4 DISPOSABLE PRODUCT INVENTORY

Temporary inventory of the usage of racks and disposable table products for sites using catered service.
Dispose of when no longer of reference value.

156-6-5 INCIDENT REPORT

Report of any noteworthy incident that occurs at a congregate meal site. Information may include, but is not limited to: identification of injured or ill person, date, time, exact nature of incident, hospital or doctor used, witnesses, opinion of the cause of incident, signature, submitting date and the date and time received in Project Office.
Dispose of after 5 years or as determined by the Project Director, whichever is later.

156-6-6 MEAL DELIVERY SIGN OFF SHEET

Number of meals delivered to each congregate meal site, also the quantity of accessory items such as milk, condiments, etc. May include but is not limited to: day, date, driver's signature, site number and name, and delivered quantities.
Dispose of after 1 year.

156-6-7 MEAL DELIVERY TICKET

Record of the number of meals delivered by a catering service.
Dispose of after 1 year.

156-6-8 MEAL SUMMARY

Daily and weekly totals of meals that were delivered, catered, ordered, and eaten by clients, guests, staff, or discarded.
Dispose of after 1 year.

156-6-9 MEAL TEMPERATURE CHECK SHEET

Temperature check sheet for hot food (140° F or higher) and cold food (45° F or lower).
Dispose of after 1 year.

156-6-10 MENU PLANS FOR MEALS TO BE SERVED

Projections of congregate meal menus for a 22 day cycle. Is subdivided into specific days along with a proposed menu for that day.
Dispose of after 1 year.

156-6-11 NUTRITION VOLUNTEER RECORD

Monthly record from each congregate meal site indicating the number of hours worked by volunteer assistance at that site per day.
Dispose of after 5 years, provided audit has been completed. [1]

156-6-12 NUTRITION VOLUNTEER SIGN-IN SHEET

Daily record maintained at the meal site, for volunteers to sign in and out.
Dispose of after 5 years, provided audit has been completed. [1]

156-6-13 ODOMETER READING

Record of the delivery truck's mileage. Information may include, but is not limited to: week, driver, beginning-ending miles driven per day, total mileage for the week.
Dispose of after 5 years, provided audit has been completed. [1]

156-6-14 REFERRAL FORM

Information relative to a prospective participant in the congregate meal program. Data is recorded by the site manager, counselor, contract agency or other sources.
Dispose of after 1 year.

156-6-15 REGISTRATION (DEMOGRAPHIC) FORM

Intake record of participants in the Nutrition program. Information may include, but is not limited to: identification data, marital status, emergency numbers, therapeutic diet, attendance in program, and units of supporting service.
Dispose of after 3 years, provided audit has been completed. [1]

156-6-16 REGISTRATION SHEETS (SIGN-IN SHEETS)

Daily list of visitors to Senior Centers. Data may include, but is not limited to: date, name, address, and whether this is their first visit to the center, etc.
Dispose of after 1 year.

156-6-17 RESERVATION AND ATTENDANCE FORM

Form prepared by site managers to project the number of clients expected on a particular dining date. Information may include, but is not limited to: name of participant, dining site, date and units of services, reservation call-in form and summary of the day.
Transfer data to MEAL SUMMARY and REGISTRATION (DEMOGRAPHIC) FORM, (Schedule 153) and dispose of after 6 months.

156-6-18 SUPPORTING SERVICES RECORD

Monthly account of the units of supporting services rendered by each site by dining date. Categories of service include, but is not limited to: meals, transportation assisted transportation, information and assistance, health clinic, financial counseling, nutrition education, health education and outreach.
Dispose of after 5 years, provided audit has been completed. [1]

156-7 HEALTH AND HUMAN SERVICES RECORDS

156-7-1 HEALTH AND HUMAN SERVICES BILLING DOCUMENT

A form used for the monthly Health and Human Service billing. Information may include, but is not limited to: provider information, authorization number, client number, client name, service code, billing period, units provided, unit rate and charge.
Dispose of after 5 years, provided audit has been completed. [1]

156-7-2 HEALTH AND HUMAN SERVICES FILE

Records of Health and Human Services recipients who receive funding for services and meals. File may include, but is not limited to: Health and Human Services provider authorization, temporary eligibility for services, and termination forms.
Dispose of after 5 years, provided audit has been completed. [1]

156-7-3 HEALTH AND HUMAN SERVICES INDEX FILE

Index of Health and Human Services clients receiving services and nutrition assistance. Data includes, but is not limited to: authorization period, authorization number, client's name, site, number of units per month authorized, and counselor.
Dispose of 5 years after client's termination by Health and Human Services, provided audit has been completed. [1]

156-7-4 HEALTH AND HUMAN SERVICES PROVIDER AUTHORIZATION

Authorization for Nebraska Health and Human Services assistance. Information may include, but is not limited to: name and address of provider, authorization number, client name, authorization period, maximum units of authorization per month, unit rate, and type of service.
Dispose of after 5 years, provided audit has been completed. [1]

156-7-5 MONTHLY SUMMARY OF PARTICIPANTS PAID FOR BY HEALTH AND HUMAN SERVICES

A confidential monthly list of program participants who are subsidized by DHHS. Record includes the reporting month, meal site, participant's name, number of meals for the month and the number of days services were provided.
Dispose of after 5 years, provided audit has been completed. [1]

156-7-6 TEMPORARY ELIGIBILITY FOR HEALTH AND HUMAN SERVICES

Temporary authorization for assistance from Health and Human Services. Information may include, but is not limited to: name of case worker, clients, service, authorization date, maximum units and unit rate.
Dispose of after 5 years, provided audit has been completed. [1]

156-8 TITLE III PROGRAMS AND SERVICES

NOTE: Many of the following record series are applicable to all programs and services under Title III of the Older Americans Act. Due to the similarity of services and records, these documents are treated as though referring to one program.

156-8-1 ACCOUNTS PAYABLE

Copy of the fiscal records for all payments disbursed by Title III Programs covering supplies, rent, salaries and other expenses.
See ACCOUNTS PAYABLE, (Schedule 24).

156-8-2 BUDGET ACCOUNTS LEDGER

A record of all budgetary accounts and the most current balances.
Dispose of after 5 years, provided audit has been completed. [1]

156-8-3 CASH RECEIVED DOCUMENTS

Records of cash received for payment of services performed by the Title III programs persons. Information may include date received, amount of payment, etc.
See ACCOUNTS RECEIVABLE, (Schedule 24).

156-8-4 CLAIM FORM

The record of hours and earnings payable to a person in the Title III Programs who has worked during the pay period.
Dispose of after 5 years, provided audit has been completed. [1]

156-8-5 CLIENT FILE (DEMOGRAPHIC/INTAKE FORM)

Includes client files for all Title III Programs indicating their name, social security number, address, phone number, income data, services requested and received, etc.
Dispose of 5 years after last activity, provided audit has been completed. [1]

156-8-6 CLIENT INFORMATION RECORD

System used to record usage and referrals of service by each client.
Dispose of after 2 years.

156-8-7 CLIENT MASTER INDEX

Index of all clients who have had contact with one or more Title III Programs. Information may include, but is not limited to: month and year of application or contact, name, address, phone number, and case manager.
Dispose of 5 years after last activity.

156-8-8 CLIENT REQUEST LOG

Monthly record of work requests received from Title III program clients themselves or from other sources. Information may include, but is not limited to: work request number for that month, date work is requested, client's name, address and phone number, age of client, income code, source of the request, Title III Program Person assigned to the job, completed work order number, and completion date.
Dispose of after 2 years.

156-8-9 COMPANIONS, AVAILABLE FILE

Records of a program that assists in providing companions for elderly persons. Companions are paid by the user for performing personal services such as reading, housekeeping, cooking, transportation, etc. File may include, but is not limited to: companion applications, companion index cards, and quarterly list of available companions.
QUARTERLY LIST OF AVAILABLE COMPANIONS: Dispose of after 6 months.
ALL OTHER RECORDS: Dispose of 2 years after last date of file.

156-8-10 DAILY CONTACT LOG

Daily listing of incoming telephone calls (client and non-client contacts).
Dispose of after 1 year.

156-8-11 DATA REPORT

A compilation of program data reported to the Nebraska State Unit on Aging. Information concerns the clients served during the month, social/ethnic composition, income, age, units of service performed, fiscal data, etc.
Dispose of after 5 years, provided audit has been completed. [1]

156-8-12 JOB COMPLETION LEDGER (LOG RECAP)

This information may include, but is not limited to: the date, work order number, hours of labor, dollar amount of labor, material costs, total job cost, clients share, and subsidized costs.
Dispose of after 5 years, provided audit has been completed. [1]

156-8-13 JOB EXPENSE SHEET (TIME SHEETS)

Complete record by pay period of the work dates, job number, hours worked, pay rate and total for each Title III Program and/or contractor.
Dispose of after 5 years, provided audit has been completed. [1]

156-8-14 MONTHLY REPORTS

Packet of various records that are sent to local Advisory Boards, Governing Boards, County Boards and City Councils, from the local AAA. Records usually contain a copy of fiscal and program records, payroll data, invoice receipts, cost utilization sheets, summaries, statistical reports, etc.
Dispose of after 5 years.

156-8-15 REPORT LOG (LOGSHEETS)

Worksheet used to compile Title III Program UNITS. Information may include, but is not limited to: names, ages, subject, other information, number of units and mode of contact.
Dispose of after 2 years.

156-8-16 TITLE III FUNDS ADMINISTRATION FILE

Records of the administration of Title III funds. These may include, but is not limited to: transportation, in-home services, information and assistance.
Dispose of after 5 years, provided audit has been completed. [1]

156-8-17 TITLE III PROGRAM FISCAL FILES

Information pertaining to the administration of programs for the elderly.
Dispose of after 5 years, provided audit has been completed. [1]

156-9 TRANSPORTATION RECORDS

156-9-1 APPLICATION FOR TRANSPORTATION FARE RIDERS
Application for Transportation fare is client intake (demographic) form. Information may include, but is not limited to: name, address, date of birth, social security number, nature of handicap, if the handicap is permanent or temporary, signature of applicant and date.
Dispose of concurrently with CLIENT FILE (DEMOGRAPHIC/INTAKE FORM), provided information has been included in the TRANSPORTATION FILES INDEX, (Schedule 153).

156-9-2 DAILY TRANSPORTATION SCHEDULE
Daily transportation routing schedule. Information includes, but is not limited to: pick up time throughout the day, name of riders, address, and destination.
Dispose of after 1 year.

156-9-3 TRANSPORTATION FILES INDEX
Card index for applicants of the Transportation Fare Program.
Dispose of after 5 years.

156-9-4 TRANSPORTATION REGISTRATION
Card file of persons using transportation. Cards may include, but is not limited to: name and address, phone number, age, client signature, escort (if any), restrictions, registration number, date of tickets, and rides punched.
Dispose of after 5 years.

156-9-5 TRANSPORTATION RESERVATION FORM
Application for Transportation Service prior to each trip. These forms are given to the driver for completion.
Dispose of after 90 days.

156-9-6 TRANSPORTATION TICKET SALES REPORTS
Daily and monthly transportation ticket sales report.
Dispose of after 5 years, provided audit has been completed. [1]

156-10 VOLUNTEER ACTIVITIES AND ACTION PROGRAMS
May include, but is not limited to: Foster Grand Parent, RSVP, Senior Companion, VISTA, etc.

156-10-1 EVALUATIONS
Evaluations by citizens of the volunteer programs, volunteer stations, and volunteers Advisory Council.
Dispose of after 2 years.

156-10-2 INDEX FILES
Index of volunteers and organizations connected with the agency. Information includes name, address, various abilities and interests, and additional reference materials.
Dispose of after volunteer is inactive, deceased, or the organization is no longer functional.

156-10-3 PROJECT FILE

Information and resource file of volunteer projects in Nebraska. These may include, but is not limited to: Telecare, Senior Centers, Outreach, Transportation, Information and Assistance.
Dispose of 5 years after termination of project.

156-10-4 VOLUNTEER FILE

File of volunteers who are willing and available to assist with programs for and by the elderly. File includes, but is not limited to: volunteer report, enrollment record, volunteer registration, evaluations of program by volunteers, insurance forms, and correspondence.
Dispose of 3 years after volunteer becomes inactive or deceased.

156-10-5 VOLUNTEER HOURS

Record of the number of volunteer hours per month.
Dispose of after 3 years, provided audit has been completed. [1]

156-10-6 VOLUNTEER STATIONS FILE

File of organizations that serve as senior citizen volunteer locations. Records include correspondence, newsletters, brochures, activity schedules, agency's request for volunteers, etc.
Dispose of when no longer of reference value.

NOTES

1. These records may be disposed of after the required retention period, provided the audit has been completed with the audit report released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, the Federal cognizant agency if there is a question whether resolution is complete. For records retention purposes only, the issuance of an audit waiver (or an Unaudited Financial Statement for villages) by the Auditor of Public Accounts shall take the place of an actual audit.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE **RECORDS MANAGEMENT DIVISION** **440 S. 8TH STREET SUITE 210** **LINCOLN, NE 68508-2294**	**AGENCY** **DIVISION** **SUB-DIVISION**

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

DATE	SIGNATURE

SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS ADEQUATE.)

Container	Cubic Feet	Weight (lbs)	Sheets of Paper (8.5” x 11”)	Electronic Data Equivalent
			1	20 Kb
			52	1 Mb (1024 Kb)
			53,687	1 Gb (1024 Mb)
N/A	N/A	2,204 lbs (1 metric ton)	220,000	4.1 Gb
Records center carton	1 Cu. Foot	16.66 lbs	1,667	32 Mb
Vertical File Cabinet, 4 drawer letter-size	6 Cu. Feet	100 lbs	10,000	190 Mb
Vertical File Cabinet, 4 drawer legal-size	8 Cu. Feet	133.3 lbs	13,333	254 Mb
Lateral File, 4 drawer/shelf letter-size	9 Cu. Feet	149.94 lbs	15,003	288 MB
Lateral File, 4 drawer/shelf legal-size	12 Cu. Feet	199.92 lbs	20,004	384 MB
About a pickup load	50 Cu. Feet	7,500 lbs	748,638	14 Gb