

# **Schedule 111**

# **MUNICIPAL POLICE DEPARTMENTS**

October 4, 2013

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

**REQUEST FOR APPROVAL  
OF RECORDS RETENTION  
AND DISPOSITION SCHEDULE**

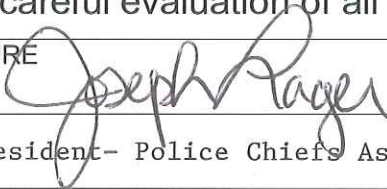
|  |                                     |
|--|-------------------------------------|
| SCHEDULE                                       | <b>111</b>                          |
| AGENCY, BOARD OR COMMISSION                    | <b>MUNICIPAL POLICE DEPARTMENTS</b> |
| DIVISION, BUREAU OR OTHER UNIT                 |                                     |
| <b>Supersedes Edition of December 18, 1991</b> |                                     |

**TO: STATE RECORDS ADMINISTRATOR  
STATE OF NEBRASKA**

**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



TITLE

President- Police Chiefs Association of Nebraska

DATE

9/26/2013

**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

10/11/2013

**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



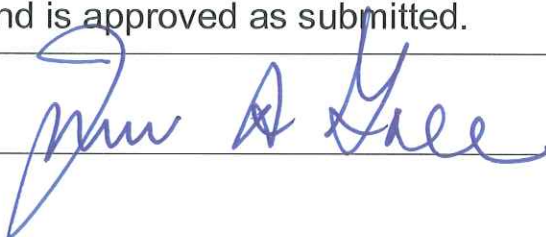
DATE

10/1/13

**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

10/7/13

## **INSTRUCTIONS FOR USING THIS SCHEDULE**

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 to negotiate the transfer. Additionally, **once the records are accessioned into 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**

**SCHEDULE 111  
MUNICIPAL POLICE DEPARTMENTS**

**October 4, 2013**

**General Guidance:**

- Retention requirements are for all records, regardless of the media on which they reside, unless otherwise noted.
- Records may be created or converted and stored in electronic format (See *SOS Durable Medium website for additional information, <http://www.sos.state.ne.us/records-management/durablemediumfaqs.html>*)

Supersedes Edition of December 18, 1991

| ITEM NUMBER                 | RECORD TITLE  | DESCRIPTION/EXAMPLES  | RETENTION   | REFERENCE/COMMENTS               |
|-----------------------------|---|---|---|----------------------------------|
| 111-001-000-000-000-000-000 | ACTIVITY - ANNUAL REPORTS   |   |   | See REPORTS-ANNUAL, item 024-068 |
| 111-002-000-000-000-000-000 | ACTIVITY - AUTOMATIC LICENSE PLATE READER LOGS                      | Captured license plate information used to look for expired license plates and if a car is on a tow list, stolen, used in a crime, etc. May also include when and where information was captured. | <b>ORIGINAL RECORD:</b> 45 days<br><b>IF CASE IS INITIATED:</b> Copied or transcribed and disposed of after case is closed OR when no longer of legal value (whichever is later)  |                                  |
| 111-003-000-000-000-000-000 | ACTIVITY - COMMUNICATIONS RECORDS                                   | Tape or electronic recordings of radio dispatches and telephone calls.  | <b>IF CASE IS INITIATED:</b> Copied or transcribed and kept in accordance with MISCELLANEOUS - PROPERTY AND PROPERTY REPORTS, item 111-039<br><b>ALL OTHER RECORDS:</b> Erase or reuse after 30 days  |                                  |
| 111-004-000-000-000-000-000 | ACTIVITY - DISPATCH RECORDS   | CAD (Computer Aided Dispatch) records or paper documents of a call for service from a PSAP (Public-Safety Answering Point) dispatch center.   | <b>5 years</b>  |                                  |
| 111-005-000-000-000-000-000 | ACTIVITY - IN-CAR, ON-BODY AND OTHER VIDEO/AUDIO/DIGITAL RECORDINGS | Recordings made by Police Department personnel or by safety cameras in use in the community.  | <b>EVIDENCE/CRIMINAL OFFENSE:</b> Kept in accordance with MISCELLANEOUS - PROPERTY AND PROPERTY REPORTS, item 111-039<br><b>EVIDENCE/TRAFFIC INFRACTION:</b> 6 months from date of violation OR 30 days after court disposition (whichever applies)<br><b>NON-EVIDENTIARY:</b> Erase or reuse after 48 hours or according to agency policy (whichever is later) |                                  |

| ITEM NUMBER                 | RECORD TITLE   | DESCRIPTION/EXAMPLES   | RETENTION   | REFERENCE/COMMENTS   |
|-----------------------------|--|--|---|--|
| 111-006-000-000-000-000-000 | ACTIVITY - INTERVIEW VIDEO/AUDIO/DIGITAL RECORDINGS              |  | <b>EVIDENCE/CRIMINAL OFFENSE:</b> Kept in accordance with MISCELLANEOUS - PROPERTY AND PROPERTY REPORTS, item 111-039<br><b>NON-EVIDENTIARY:</b> Erase or reuse after 48 hours or according to agency policy (whichever is later) |  |
| 111-007-000-000-000-000-000 | ACTIVITY - OFFICER ACTIVITY LOG                                  | Log showing officer's individual mileage each shift, details given throughout shift, types and times of incidents, actions taken on activity, tickets and warnings issued, courtesy deeds, etc., performed in the discharge of municipal business by the police.       | <b>Data entry to ACTIVITY - SIX MONTH AND YEARLY SUMMARY OF OFFICER ACTIVITY LOGS, item 111-008 and dispose of after verification of data</b>   |  |
| 111-008-000-000-000-000-000 | ACTIVITY - SIX MONTH AND YEARLY SUMMARY OF OFFICER ACTIVITY LOGS | Summaries of ACTIVITY - OFFICER ACTIVITY LOG, item 111-007, which are used for evaluations.  | <b>2 years</b>  |  |
| 111-009-000-000-000-000-000 | ACTIVITY - VEHICLE PATROL LOGS                                   | Monthly log showing each marked and unmarked police units' mileage, repairs, washes, and gasoline and oil used during reporting period.  | <b>After vehicle is sold, traded or otherwise replaced (whichever is sooner)</b>  |  |
| 111-010-000-000-000-000-000 | ARREST - DAILY RECORD  | Daily record relating to arrests of individuals by the municipal police showing date and time of arrest, individuals name, date of birth, address, violation or charge(s), Uniform Citation and Complaint Number, court appearance date, and arresting officer's name. | <b>ORIGINAL RECORD:</b> 1 year<br><b>TAPE:</b> Superseded   | Information duplicated on ARREST REPORT INDEX, item 111-014  |
| 111-011-000-000-000-000-000 | ARREST - FINGERPRINT CARDS                                       | All fingerprint cards taken as a result of arrest, incarceration, or criminal investigation.   | <b>After receipt of court order to destroy, 75 years after issuance OR upon death of subject (whichever is sooner)</b>  |  |
| 111-012-000-000-000-000-000 | ARREST - PHOTOGRAPHS   | Photographs of prisoners, commonly referred to as mug shots, or other photographs used as such.  | <b>After replaced by a more current photograph of subject OR after 10 years (whichever is sooner)</b>   |  |
| 111-013-000-000-000-000-000 | ARREST - REPORT  | Copies of reports showing arrestee's name, address, physical description, motor vehicle (if driven) at arrest, and date and time of arrest.  | <b>5 years</b>  | <ul style="list-style-type: none"> <li>•Includes the disposition of arrest from court records</li> <li>•Information duplicated on ARREST REPORT INDEX, item 111-014</li> </ul> |
| 111-014-000-000-000-000-000 | ARREST - REPORT INDEX  | Alphabetical index on individuals indicating date of arrest, charge(s), and disposition. Includes individual's physical description, date of birth, and current address.   | <b>ORIGINAL RECORD:</b> 20 years OR after death of arrestee (whichever is sooner)<br><b>TAPE:</b> Superseded  |  |
| 111-015-000-000-000-000-000 | INCIDENT - ACCIDENT REPORTS                                      | Reports of accidents investigated by the city police.  | <b>FATALITY ACCIDENTS:</b> 10 years<br><b>ALL OTHERS:</b> 3 years   |  |

| ITEM NUMBER                 | RECORD TITLE                             | DESCRIPTION/EXAMPLES  | RETENTION  | REFERENCE/COMMENTS |
|-----------------------------|--|---|--|--------------------|
| 111-016-000-000-000-000-000 | INCIDENT - CASE REPORTS                  | All records that pertain to the offense reports, including case files, cover/face sheets and indexes. Information may include, but is not limited to: name of complainant, address, type of offense, the location and detailed descriptions of the offense.   | 5 years after final disposition of case OR statute of limitations has expired (whichever is later)   |                    |
| 111-017-000-000-000-000-000 | JAIL - ADULT INMATE FILES                | Records relating to prisoners who have been processed by the county sheriff. May include, but not limited to: Nebraska Admission and Release Record, state and F.B.I. criminal history arrest records, mug shots, charges filed, progress reports, interview record, and final disposition of case. | <b>FELONY CASES:</b><br><b>ORIGINAL RECORD:</b> 50 years OR microfilm and destroy<br><b>SECURITY MICROFILM:</b> Transfer to off-site security storage; 50 years<br><b>MICROFILM WORK COPY:</b> 50 years<br><b>MISDEMEANOR CASES:</b><br><b>ORIGINAL RECORD:</b> 25 years OR microfilm and destroy<br><b>SECURITY MICROFILM:</b> Transfer to off-site security storage; 25 years<br><b>MICROFILM WORK COPY:</b> 25 years<br><b>IF FILE IS A NOTATION &amp; RECORD MAINTAINED in ANOTHER OFFICE:</b> 5 years |                    |
| 111-018-000-000-000-000-000 | JAIL - CELL CHECKS AND INMATE COUNTS     | Documentation of inmates viewed and counted.  | 5 years  |                    |
| 111-019-000-000-000-000-000 | JAIL - DISCHARGED PRISONERS              | Cards showing the discharge of prisoners from the county jail upon receipt of payment of fines or conclusion of sentence.   | 5 years  |                    |
| 111-020-000-000-000-000-000 | JAIL - FOOD SERVICE LOGS                 | Summary of daily meals (diet) served to inmates.  | 5 years  |                    |
| 111-021-000-000-000-000-000 | JAIL - INCIDENT REPORTS                  | Reports compiled daily by jail personnel on any incidents which may have occurred on that shift.  | 5 years  |                    |
| 111-022-000-000-000-000-000 | JAIL - INMATE TELEPHONE LOG              | Record of inmates' phone calls.   | 5 years  |                    |
| 111-023-000-000-000-000-000 | JAIL - JUVENILE INMATE FILES             | May include, but not limited to: Nebraska Admission and Release Record, state and F.B.I. criminal history arrest record, mug shots, charges filed, progress reports, interview record, and final disposition of case.   | <b>TRIED/CONVICTED AS JUVENILE:</b> 5 years after juvenile reaches the age of majority (age 19)<br><b>TRIED/CONVICTED AS ADULT:</b> Transfer to JAIL - ADULT INMATE FILES, item 111-017  |                    |
| 111-024-000-000-000-000-000 | JAIL - PENITENTIARY "DRESS OUT" PICTURES | Photos of inmates taken upon their release from the state penitentiary.   | 5 years  |                    |

| ITEM NUMBER                 | RECORD TITLE                                       | DESCRIPTION/EXAMPLES  | RETENTION   | REFERENCE/COMMENTS |
|-----------------------------|--|---|---|--------------------|
| 111-025-000-000-000-000-000 | JAIL - PRINT CLASSIFICATION, NAME AND NUMBER INDEX | Index cards listing name, charge and number of the case file where related papers are found; some include a description of the accused.   | <b>ADULT FELONY CASES:</b><br><b>ORIGINAL RECORD:</b> 50 years; OR, microfilm and destroy<br><b>SECURITY MICROFILM:</b> Transfer to off-site security storage; 50 years<br><b>MICROFILM WORK COPY:</b> 50 years<br><b>ADULT MISDEMEANOR CASES:</b><br><b>ORIGINAL RECORD:</b> 25 years; OR, microfilm and destroy originals<br><b>SECURITY MICROFILM:</b> Transfer to off-site security storage; 25 years<br><b>MICROFILM WORK COPY:</b> 25 years<br><b>JUVENILE CASES:</b><br><b>TRIED/CONVICTED AS JUVENILE:</b> 5 years after juvenile reaches the age of majority (age 19)<br><b>TRIED/CONVICTED AS ADULT:</b> Dispose of pursuant to adult offenses listed above |                    |
| 111-026-000-000-000-000-000 | JAIL - PRISONER REQUEST RECORDS                    | Written requests for commissary items, medical, legal or clerical services and action taken by officer.   | 5 years after release of inmate   |                    |
| 111-027-000-000-000-000-000 | JAIL - PROPERTY DELIVERY RECORDS                   | Record of items delivered to the inmate, such as commissary items, merchandise and/or clothing.   | 5 years after release of inmate   |                    |
| 111-028-000-000-000-000-000 | JAIL - REGISTERS                                   | Registers showing names of prisoners, dates of commitment, personal effects, disposition of cases, etc.   | <b>ORIGINAL RECORD:</b> 25 years after last entry OR microfilm and destroy<br><b>SECURITY MICROFILM:</b> Transfer to off-site security storage; 25 years<br><b>MICROFILM WORK COPY:</b> 25 years  |                    |
| 111-029-000-000-000-000-000 | JAIL - SHERIFF'S REPORT                            | Annual report filed with the district or county court giving reasons for inmates commitments, dates, number of prisoners, etc.  | 2 years   |                    |
| 111-030-000-000-000-000-000 | JAIL - STANDARDS BOARD REQUIRED RECORDS            | The following records may be found in the Inmate File or filed separately. May include, but not limited to: Custody Authorization, Grievances, Incident and Discipline Report, Inmate Account Sheet, Inmate Medical Clearance Report, Inmate Property Inventory, Inmate Request Form, Medical Receiving Screening, Medical Record and Treatment, Record of Restraint. | 5 years after release of inmate   |                    |
| 111-031-000-000-000-000-000 | JAIL - VISITORS REGISTER                           | Passes, notes, etc. allowing visitors access to inmates.  | 5 years   |                    |

| ITEM NUMBER                 | RECORD TITLE  | DESCRIPTION/EXAMPLES   | RETENTION   | REFERENCE/COMMENTS   |
|-----------------------------|---|--|---|--|
| 111-032-000-000-000-000-000 | JAIL - WORK RELEASE RECORDS                                 | Information on inmates in work release programs, their employers, etc. May include, but not limited to: application, acknowledgements and authorization forms.   | 5 years   |  |
| 111-033-000-000-000-000-000 | MISCELLANEOUS - COMMUNITY SERVICE RECORDS                   | Documents, paper or other data related to community service programs such as D.A.R.E., volunteer workers schedules, security surveys or other programs.  | 1 year  |  |
| 111-034-000-000-000-000-000 | MISCELLANEOUS - DAILY RECEIPTS                              | Receipts from register showing daily fees collected by city police.  | 5 years or maximum of 10 years if no audit has been performed   | Information duplicated in Schedule 28 - City/Village Treasurers                              |
| 111-035-000-000-000-000-000 | MISCELLANEOUS - FIREARMS CERTIFICATE APPLICATIONS           | Application form for the purchase, lease, rent or transfer ownership of a handgun and may include, but not limited to: application, criminal history document, local and/or Triple III, and letter of denial (if appropriate).   | <b>APPLICATION:</b> 3 years after issuance or denial (whichever applies)<br><b>TRIPLE III/CRIMINAL HISTORY:</b> Immediate disposal after approval or denial of application (whichever applies)  | Federal standards do not allow local agencies to file Triple III or criminal history records |
| 111-036-000-000-000-000-000 | MISCELLANEOUS - INTELLIGENCE/ CONFIDENTIAL INFORMANTS FILES | Federal law mandates procedures which will ensure that all information (intelligence) which is retained has "relevancy and importance" and to provide for the periodic review of data and the destruction of any information which is misleading, obsolete, or otherwise unreliable. | <b>Review and dispose of misleading, obsolete, or otherwise unreliable data every 2 years</b>   | 28 CFR 23.20   |
| 111-037-000-000-000-000-000 | MISCELLANEOUS - LICENSES, ANIMAL                            | Registration or license for animals.   | 1 year after expiration   |  |
| 111-038-000-000-000-000-000 | MISCELLANEOUS - LICENSES, BICYCLE                           | Registration cards or documents specific to licenses issued for the purpose of registering bicycles. May include, but not limited to: owner, make model, serial number and license number.   | 3 years OR if there is an expiration date, after the expiration date  |  |
| 111-039-000-000-000-000-000 | MISCELLANEOUS - PROPERTY AND PROPERTY REPORTS               | Materials confiscated at the time of an arrest for use as evidence to support conviction such as alcoholic beverages, drugs, weapons, clothing, tools, motor vehicles, etc.  | <b>EVIDENCE ITEMS:</b> Transfer to appropriate court in receipt of a letter of transmittal (Note: Allegedly stolen items may be returned to the owner pursuant to state statute)<br><b>OTHER PROPERTY:</b> After case is closed OR when no longer of legal value (whichever is later)<br><b>PROPERTY REPORTS:</b> 5 years after final disposition of case OR after statute of limitations has expired (whichever applies) | Neb. Rev. Stat. §28-511.01   |
| 111-040-000-000-000-000-000 | MISCELLANEOUS - PROTECTION ORDERS                           | Application or affidavits for protection orders, temporary protection orders, or final protection orders issued by the District Court.   | 2 years after date of issuance OR after dismissal by the courts (whichever is sooner)   |  |



| ITEM NUMBER                 | RECORD TITLE   | DESCRIPTION/EXAMPLES   | RETENTION  | REFERENCE/COMMENTS |
|-----------------------------|--|--|--|--------------------|
| 111-041-000-000-000-000-000 | MISCELLANEOUS - RECORD DISSEMINATION LOG                         | A record of release of criminal history on individuals for dissemination to other than law enforcement related agencies.   | 3 years  |                    |
| 111-042-000-000-000-000-000 | MISCELLANEOUS - REPORTS  | Reports filed with the department on incidents other than actual offenses or incidents that are already processed in an INCIDENT - CASE REPORTS, item 111-017.                       | 3 years  |                    |
| 111-043-000-000-000-000-000 | MISCELLANEOUS - SALE OF IMPOUNDED AND UNCLAIMED PROPERTY RECORDS | Lists, credit notices, letters of inquiry, property tags for identification, receipts, etc. for recording the sale of impounded property such as cars, bicycles, and other property. | 5 years OR maximum of 10 years if no audit has been performed  |                    |
| 111-044-000-000-000-000-000 | MISCELLANEOUS - VACATION HOUSE CHECKS                            | Forms used to register vacation house checks by patrol officers.   | After expired  |                    |
| 111-045-000-000-000-000-000 | MISCELLANEOUS - WARNING CITATIONS, NON-TRAFFIC RELATED           | Warning citations for any offense other than traffic.  | 30 days after issuance   |                    |
| 111-046-000-000-000-000-000 | MOTOR VEHICLE - DEFECT TICKETS                                   | Warning tickets issued for defective motor vehicles.   | CORRECTED: After defect is remedied<br>NOT CORRECTED: 6 months |                    |
| 111-047-000-000-000-000-000 | MOTOR VEHICLE - PARKING TICKETS                                  | Paid and unpaid parking tickets.   | 1 year   |                    |
| 111-048-000-000-000-000-000 | MOTOR VEHICLE - TOW-IN RECORDS                                   | Record of vehicles towed in for various violations; includes name of the owner, description of vehicle, location towed from date, etc.   | 3 years  |                    |
| 111-049-000-000-000-000-000 | PERSONNEL - TRAINING RECORDS                                     | A summary or listing of employee's training. Records may include, but are not limited to: schools, seminars, in-service training programs, and continuing education courses.         | 5 years after termination of employment                        |                    |

# RECORDS DISPOSITION REPORT

|   |              |
|---|--------------|
| <b>TO: SECRETARY OF STATE<br/>RECORDS MANAGEMENT DIVISION<br/>440 S. 8<sup>TH</sup> STREET SUITE 210<br/>LINCOLN, NE 68508-2294</b> | 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<br>(DO NOT INCLUDE SECTION AND ITEM NUMBERS) | TOTAL VOLUME DISPOSED<br>(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.**

## VOLUME ESTIMATING GUIDE

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

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