

Schedule 65

DOUGLAS COUNTY CLERK

June 29, 2012

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	65
AGENCY, BOARD OR COMMISSION	DOUGLAS COUNTY CLERK
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of June 26, 1989	

**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

Douglas County Clerk/Comptroller

DATE

6-25-2012

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

6/27/2012

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



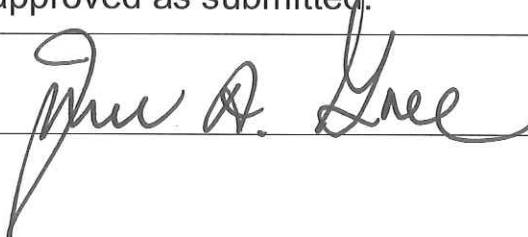
DATE

6/28/12

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

6/29/12

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 65
DOUGLAS COUNTY CLERK**

June 29, 2012

Retention requirements are for all records, regardless of the media on which they reside, unless otherwise noted.

Supersedes Edition of 6/26/1989

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
065-001-000-000-000-000-000	ALPHABETICAL INDEX	Monthly microfilm listing of all computer index data. Information includes index to UCC, Proofs of Publications, Marriage Licenses, Corporations, Partnerships, etc.	ON-LINE RECORD: No longer applicable SECURITY MICROFILM: Off-site security storage; permanent MICROFILM WORK COPY: 5 years	
065-002-000-000-000-000-000	BILLS OF SALE	An agreement of any sold properties by two or more persons. Can be the Bill of Sale form or a common letter.	10 years or after completion of transaction (whichever is later)	
065-003-000-000-000-000-000	BOND AND COUPON REDEMPTION REPORTS	County treasurer's monthly reports of bonds and coupons redeemed, certifying the number, description, and value of same.	5 years or maximum of 10 years if no audit has been performed	
065-004-000-000-000-000-000	BOND INDEX AND REGISTER	Excepting metropolitan or primary class cities and fifth class school districts, registers all county, city, village, school district, irrigation district, watershed district, road improvement, and precinct bonds.	ORIGINAL RECORD: Permanent or microfilm and destroy SECURITY MICROFILM: Off-site sub-vault; permanent MICROFILM WORK COPY: Records-vault; permanent	
065-005-000-000-000-000-000	BOND STATEMENTS OF REGISTRATION	Certifications to the county clerk from the Auditor of Public Accounts stating the approval and registration of county or local bonds issued by the auditor. States the number of bonds issued, their value, rate of interest, and other information that the clerk would enter on the Bond Index and Register.	5 years after satisfaction of complete bond issue or maximum of 10 years if no audit has been performed	Obsolete record 2001
065-006-000-000-000-000-000	BONDS AND OFFICIALS' BOND RECORD	Performance bonds for all county officials are filed with the county clerk except the clerks' and county board members' which are filed in county court. Also includes the Bond Record which records the filing of Officials' bonds and the particulars relating to each.	10 years after release, replacement or expiration of bond	
065-007-000-000-000-000-000	BONDS REDEEMED AND COUPONS	Includes redeemed bonds and coupons for the various county, local and district revenue bonds, as listed in the Bond Index and Register.	POLITICAL SUBDIVISIONS: Return redeemed bonds and coupons to those agencies after duly cancelled ALL OTHERS: Destroy after satisfaction of complete bond issue	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
065-008-000-000-000-000-000	CEMETERY RECORDS	Clerk records of incorporations for cemeteries and titles to plots.	ORIGINAL RECORD: Permanent; microfilm for security SECURITY MICROFILM: Off-site security storage; permanent MICROFILM WORK COPY: Records-vault; permanent	<ul style="list-style-type: none"> •Neb. Rev. Stat. §12-502 •Neb. Rev. Stat. §17-941 •Neb. Rev. Stat. §12-1401
065-009-000-000-000-000-000	CORPORATION-ARTICLES OF INCORPORATION AND AMENDMENTS	Duplicate copies of the Articles of Incorporations (as filed with the Secretary of State) for all non-foreign, profit and non-profit corporations whose registered office is within the county.	ORIGINAL RECORD: Permanent OR microfilm and destroy SECURITY MICROFILM: Off-site security storage; permanent MICROFILM WORK COPY: Records-vault; permanent	
065-010-000-000-000-000-000	CORPORATION-CHANGES OF REGISTERED AGENT	Duplicates of Changes of Registered Agents or official representatives for corporations whose registered offices are located within the county, as filed with Secretary of State.	ORIGINAL RECORD: Permanent OR microfilm and destroy SECURITY MICROFILM: Off-site security storage; permanent MICROFILM WORK COPY: Records-vault; permanent	
065-011-000-000-000-000-000	CORPORATION-CHANGES OF REGISTERED OFFICE	Duplicates of Change of Registered Office, as filed with Secretary of State.	ORIGINAL RECORD: Permanent OR microfilm and destroy SECURITY MICROFILM: Off-site security storage; permanent MICROFILM WORK COPY: Records-vault; permanent	
065-012-000-000-000-000-000	CORPORATION-DISSOLUTIONS AND STATEMENTS OF INTENT TO DISSOLVE	Duplicates of Dissolutions and Statement of Intent to Dissolve, as filed with the Secretary of State	ORIGINAL RECORD: Permanent OR microfilm and destroy SECURITY MICROFILM: Off-site security storage; permanent MICROFILM WORK COPY: Records-vault; permanent	
065-013-000-000-000-000-000	CORPORATION-INCORPORATION INDEX	Index to all filings related to incorporations.	Permanent	
065-014-000-000-000-000-000	CORPORATION-PROOFS OF PUBLICATIONS FOR INCORPORATIONS AND PARTNERSHIPS	Index and proofs of publication for various notices related to incorporations and partnerships	2 years	
065-015-000-000-000-000-000	COUNTY BOARD RECORD OR PROCEEDINGS	Minutes of meetings of the county board of commissioners or supervisors.	ORIGINAL RECORD: Permanent; microfilm for security SECURITY MICROFILM: Off-site security storage; permanent OR transfer to State Archives MICROFILM WORK COPY: Records-vault; permanent	Contact State Archives to negotiate transfer

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
065-016-000-000-000-000-000	COUNTY BOARD RESOLUTIONS	Official resolutions of the county board.	ORIGINAL RECORD: Permanent; microfilm for security SECURITY MICROFILM: Off-site security storage; permanent OR transfer to State Archives MICROFILM WORK COPY: Records-vault; permanent	Contact State Archives to negotiate transfer
065-017-000-000-000-000-000	COUNTY BOARD-APPOINTMENTS	Declarations of the board of appointment of persons to various committees, boards, commissions or positions.	5 years after appointment ceases	
065-018-000-000-000-000-000	COUNTY BOARD-AUDIT REPORTS	Reports of various county offices and townships	ORIGINAL RECORD: Permanent OR microfilm and destroy after 10 years OTHER COPIES: No longer of reference value SECURITY MICROFILM: Off-site security storage; permanent MICROFILM WORK COPY: Records-vault; permanent	
065-019-000-000-000-000-000	COUNTY BOARD-BOARD OF EQUALIZATION RECORD	Record of proceedings of the board, showing date of meeting, members present, petitions for adjustment of tax assessment of personal and real property, name of petitioner, original assessment and board recommendations. Records also include protest packets from property owners that may include the protest form, valuation history, photos, appraisals, etc.	RECORD OF PROCEEDINGS: Permanent; microfilm for security SECURITY MICROFILM: Off-site security storage; permanent OR transfer to State Archives MICROFILM WORK COPY: Records-vault; permanent TAXPAYER PROTEST PACKETS: Select 12 random samples from each property type (Residential, Commercial, Agricultural, etc); permanent OR may transfer 2 packets to the State Archives ALL OTHER TAXPAYER PROTEST PACKETS: 5 years after all business and final action on appeals are completed AUDIO/VIDEO TAPES/DIGITAL RECORDINGS: 5 years after all business and final action on appeals are completed	Contact State Archives to negotiate transfer
065-020-000-000-000-000-000	COUNTY BOARD-INDUSTRIAL DEVELOPMENT RECORDS	Case files include copies of resolutions of the county board for the issuance of industrial development bonds, leases and agreements, requisitions, cash statements, memoranda	20 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
065-021-000-000-000-000-000	COUNTY BOARD-MISCELLANEOUS PETITIONS	Citizens' petitions to the county board, including petitions for creation of road and paving districts, freeholders' petitions for creation of public power districts, for organization of fire protection districts, etc.	2 years after action is completed	
065-022-000-000-000-000-000	COUNTY BOARD-PROOFS OF PUBLICATION/OFFICIAL NOTICES	Includes proof of publication of official notices of the county.	ORIGINAL RECORD: Microfilm; destroy SECURITY MICROFILM: Off-site security storage; permanent MICROFILM WORK COPY: Records-vault; permanent	
065-023-000-000-000-000-000	COUNTY BOARD-REPORTS	Annual reports of any county agency or official	5 years, subject to review by the State Archives for possible accession	
065-024-000-000-000-000-000	COUNTY BOARD-TAX ADJUSTMENT (CERTIFIED ASSESSMENT CORRECTION)	Real and personal tax adjustment files, including petitions for adjustment and related papers.	10 years	
065-025-000-000-000-000-000	COUNTY BOARD-TAX LEVY RECORD BOOK (RECAPITULATION BOOK)	Itemized levies for each county fund, as established by the County Board of Equalization.	10 years after last fiscal year entered	
065-026-000-000-000-000-000	COUNTY BOARD-TREASURER'S CERTIFICATE OF SETTLEMENT	Duplicate copies of certificates issued by the State Tax Commission to the county treasurer, indicating settlement of accounts with the state	10 years	
065-027-000-000-000-000-000	COUNTY BUDGETS	Expenditure estimates and proposals, budget requests, revenue estimate statements, certifications of valuations, assessor's valuations, refund valuations, refund credits to real estate and worksheets, certificates of valuation and certificates of levy.	ORIGINAL RECORD: Microfilm; destroy SECURITY MICROFILM: Off-site security storage; permanent MICROFILM WORK COPY: Records-vault; permanent	
065-028-000-000-000-000-000	COUNTY CONTRACTS	Written contracts and agreements between the county and other public or private entities. Contracts usually pertain to capitol construction and general work projects and may include specifications, affidavits of publication of calls for bids, accepted and rejected bids, contracts, purchase orders, inspections reports, correspondence, etc.	ORIGINAL RECORD: Microfilm and destroy 10 years after fulfillment of contract SECURITY MICROFILM: Off-site security storage; permanent MICROFILM WORK COPY: Records-vault; permanent	
065-029-000-000-000-000-000	COUNTY DENTAL AND MEDICAL REGISTRATION	Records relating to registration of very dentist or medical practitioner working in the county.	Permanent	<ul style="list-style-type: none"> •Obsolete •Douglas County Clerk historical designated record

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
065-030-000-000-000-000-000	COUNTY NOTARY	County journals of notary bonds and notary commissions issues.	Permanent	<ul style="list-style-type: none"> •Obsolete •Douglas County Clerk historical designated record
065-031-000-000-000-000-000	COUNTY TREASURER'S SEMI-ANNUAL STATEMENTS	Financial statements of tax collections, expenditures and current fund balances	5 years after proof of publication is returned OR 5 years after inclusion in county board minutes or proceedings	Neb. Rev. Stat. §77-1745
065-032-000-000-000-000-000	FISCAL-BUDGET COMPARISON AND CASH BUDGET REPORT	Monthly report of fund, department, the cost center's actual expense/revenue as it applies to adopted budgets and year to date summary of Budget Comparison on monthly expense.	MONTHLY BUDGET COMPARISON: 3 years MONTHLY CASH BUDGET: Superseded FISCAL YEAR END REPORTS: ORIGINAL RECORD: Permanent OR microfilm and destroy SECURITY MICROFILM: Off-site security storage; permanent MICROFILM WORK COPY: Records-vault; permanent	
065-033-000-000-000-000-000	FISCAL-CERTIFICATES OF JURY SERVICE	Certification of amount due in consideration for jury service, issued to jurors by the Clerk of the District Court and redeemed by the county clerk.	5 years or maximum of 10 years if no audit has been performed	
065-034-000-000-000-000-000	FISCAL-DEPOSITORY AND INVESTMENT RECORDS	Includes applications for designation as depository of county funds and joint safekeeping receipts which show the collateral that protects county deposits.	5 years after settlement of accounts or maximum of 10 years if no audit has been performed	Obsolete record 2010 - role transferred to State Treasurer Office
065-035-000-000-000-000-000	FISCAL-DOUGLAS COUNTY EMPLOYEE EARNINGS RECORD	Annual listing by employee of each pay period gross wages, tax deductions, pension deductions and annual totals	ORIGINAL RECORD: Microfilm; 5 years SECURITY MICROFILM: Off-site security storage; permanent MICROFILM WORK COPY: Records-vault; permanent	
065-036-000-000-000-000-000	FISCAL-FEE BOOK	Records entries of all fees collected, showing name of party from whom received, amount received, services for which fee is paid, etc.	5 years or maximum of 10 years if no audit has been performed	
065-037-000-000-000-000-000	FISCAL-GENERAL LEDGER	Revenue and expense record by account and by fund, including monthly and year to date balances.	ORIGINAL RECORD: Microfilm; 5 years SECURITY MICROFILM: Off-site security storage; permanent MICROFILM WORK COPY: Records-vault; permanent	
065-038-000-000-000-000-000	FISCAL-LOST WARRANT INDEMNITY BONDS	Authorized statements concerning the loss of county warrants, testifying to said loss, thus allowing issuance of duplicate warrants.	5 years or maximum of 10 years if no audit has been performed	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
065-039-000-000-000-000-000	FISCAL-MONTHLY DETAIL LEDGER (ENCUMBRANCE RECORD)	Internal management report listing monthly encumbrances. Shows all payments, inventories, change orders and month end journal entries.	2 years	
065-040-000-000-000-000-000	FISCAL-PURCHASE ORDER STATUS	Purchase orders by fund for internal accounting.	1 year	
065-041-000-000-000-000-000	FISCAL-WARRANT ABSTRACTS	Transmittal record from Treasurer's Office with daily warrants paid	5 years after clearance date or maximum of 10 years if no audit has been performed	
065-042-000-000-000-000-000	HISTORICAL MONUMENTS AND MARKERS	Records of the location and significance of county-erected historical monuments and markers.	ORIGINAL RECORD: Permanent; microfilm for security SECURITY MICROFILM: Off-site security storage; permanent OR transfer to State Archives MICROFILM WORK COPY: Records-vault; permanent	Duplicate copy of each record filed with Nebraska State Historical Society
065-043-000-000-000-000-000	LICENSES AND PERMITS- MISCELLANEOUS	May include licenses, permits and related files for tobacco, public amusements, dining and dancing, locksmiths, hunting, fishing, etc.	2 years after expiration of license or permit	
065-044-000-000-000-000-000	LICENSES-LIQUOR AND BEER	May include copies of licenses, petitions concerning granting of license, correspondence, etc.	4 years after expiration of license	
065-045-000-000-000-000-000	LIVESTOCK BRANDS		State Archives	Contact State Archives to negotiate transfer
065-046-000-000-000-000-000	MARRIAGE COMPUTER INDEX	Index to the marriage files.	Permanent	
065-047-000-000-000-000-000	MARRIAGE FILES	May contain marriage license and certificate of marriage, consent of parent or guardian, blood tests, etc.	BLOOD TESTS: 60 days LICENSE AND CERTIFICATE OF MARRIAGE (including Consent of Parent or guardian): ORIGINAL: Send to Nebraska Department of Health and Human Services, Department of Vital Records CLERK COPY: Permanent; microfilm for security ALL OTHER PAPERS: After license returned SECURITY MICROFILM: Off-site security storage; permanent MICROFILM WORK COPY: Records-vault; permanent	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
065-048-000-000-000-000-000	MARRIAGE RECORD AND INDEX	Marriage Record dockets recorded marriages with four categories for each marriage and a separate index to the dockets.	ORIGINAL RECORD: AFTER 1909: Permanent OR microfilm and destroy 1909 and Prior: State Archives SECURITY MICROFILM: Off-site security storage; permanent MICROFILM WORK COPY: Records-vault; permanent	<ul style="list-style-type: none"> •Obsolete 1986 •Contact State Archives to negotiate transfer
065-049-000-000-000-000-000	MILITARY DISCHARGE RECORD	Records instruments of discharge from military service of veterans of the Spanish-American War, First and Second World Wars. Korean War and Vietnam War.	ORIGINAL RECORD: Permanent; microfilm for security SECURITY MICROFILM: Off-site security storage; permanent OR transfer to State Archives MICROFILM WORK COPY: Records-vault; permanent	<ul style="list-style-type: none"> •Confidential record, Neb. Rev. Stat. §23-1309 •Contact State Archives to negotiate transfer
065-050-000-000-000-000-000	MILITARY ROSTER	Lists of members of the military, soldiers and sailors census and militia rolls	State Archives	Contact State Archives to negotiate transfer
065-051-000-000-000-000-000	MISCELLANEOUS FILINGS INDEX REGISTER (LEDGER)	Index of all miscellaneous records filed with the county clerk.	Permanent	
065-052-000-000-000-000-000	PARTNERSHIP FILINGS	Includes Certificates of Partnership, dissolution, extension, change in membership or other changes in a partnership agreement.	ORIGINAL RECORD: Permanent or microfilm; destroy SECURITY MICROFILM: Off-site security storage; permanent MICROFILM WORK COPY: Records-vault; permanent	
065-053-000-000-000-000-000	PARTNERSHIP INDEX	Index to all filings related to partnerships.	Permanent	
065-054-000-000-000-000-000	PROOF OF PUBLICATIONS-TRADE NAMES, TRADEMARKS, SERVICE MARKS	Index and proofs of publication for trade names, trademarks and service marks.	2 years	
065-055-000-000-000-000-000	PURGED DATA LISTING	Monthly computer report of data purged from the computer system.	5 years	
065-056-000-000-000-000-000	SCHOOL DISTRICT BOUNDARY CHANGES	Certificates received on changes made in boundaries of school districts within the county and any resultant changes in bonded indebtedness.	10 years	
065-057-000-000-000-000-000	SCHOOL TAX TRANSFER	Notice received by the County Clerk directing a change in the tax list. This notice records a change of property from one school district to another, a change that involves transferring the owner's school privileges and school taxes from one district to another.	10 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
065-058-000-000-000-000-000	SPECIAL ASSESSMENT LISTS FROM CITIES	Certified lists of special assessments by city to county to be entered on county tax records.	10 years	
065-059-000-000-000-000-000	UCC FINANCING STATEMENTS	Uniform Commercial Code records including financing statements, continuation statements, chattel mortgages, and related documents. Records are microfilmed for security.	STATUTORY LIENS: Permanent OR microfilm and destroy originals STATE/FEDERAL/US JUSTICE/DEPT OF LABOR/ATTORNEY GENERAL LIENS: 10 years after termination SECURITY MICROFILM: Transfer to off-site security storage; permanent MICROFILM WORK COPY: Permanently in records-vault	<ul style="list-style-type: none"> •Obsolete 2005 •Secure disposal required
065-060-000-000-000-000-000	UCC INDEX	Index to all UCC filings	Immediate disposal unless record is index for STATUTORY LIENS, item 065-059; then permanent	<ul style="list-style-type: none"> •Obsolete 2005 •Secure disposal required
065-061-000-000-000-000-000	UCC MONTHLY STATEMENT	Summary of the payments and credits charged for the monthly UCC-EFS. Information is condensed from the Monthly Statement of Activity.	Immediate disposal	<ul style="list-style-type: none"> •Obsolete 2005 •Secure disposal required
065-062-000-000-000-000-000	UCC MONTHLY STATEMENT OF ACTIVITY	Computer listing of the types of filings (UCC, EFS) and inquiries during the previous month.	Immediate disposal	<ul style="list-style-type: none"> •Obsolete 2005 •Secure disposal required
065-063-000-000-000-000-000	UCC TERMINATION STATEMENTS	Statements indicating that there is no outstanding secured obligation. Records are microfilmed for security.	Immediate disposal	<ul style="list-style-type: none"> •Obsolete 2005 •Secure disposal required

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.

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DATE	SIGNATURE
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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
About a pickup load	50 Cu. Feet	7,500 lbs	748,638	14 Gb