

Schedule 63

EDUCATIONAL LANDS AND FUNDS

JUNE 22, 2001

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 NUMBER	63
AGENCY, BOARD OR COMMISSION	Board of Educational Lands & Funds
DIVISION, BUREAU OR OTHER UNIT	
Supersedes edition of April 10, 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 *		<i>Jane Keller</i>	
TITLE	DATE	Board Chairperson	6/15/01

PART II - ARCHIVAL APPROVAL

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	<i>Andrea I. Faling</i>	June 19, 2001
		STATE ARCHIVIST	

PART III - APPROVAL BY 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	<i>John A. Hale</i>	6/22/2001
		ADMINISTRATOR	

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines 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 State Agencies General Records Schedule #124 contains those records common to most state 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 State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. 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 Consultant 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 Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that 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 Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, 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 63 – EDUCATIONAL LANDS AND FUNDS

63-1 ADMINISTRATIVE RECORDS

63-1-1 **ACREAGE BY LAND CLASS LISTING**

Listing of acreage by class within county. Printed upon request.

ELECTRONIC DATA: Backup as required; dispose of 3 years following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

SECURITY COPY: Backup as required; dispose of 3 years following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

PAPER WORK COPY: Dispose of after superseded.

63-1-2 **AGRICULTURAL ACCOUNTS HISTORY CARDS**

History report for the fiscal year. Card is computer printed listing: lessee and address, legal description of property, appraisal date, valuation, semiannual rent amount, acres, date of lease, previous lease number and rent paid to date. Information on card is for one year only. Each year a new card is made so previous years' cards are behind current year. Filed by county, lease number and expiration date.

ELECTRONIC DATA: Backup as required; dispose of after superseded.

SECURITY COPY: Backup as required; dispose of after superseded.

PAPER WORK COPY: Retain permanently OR microfilm and destroy originals.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

63-1-3 **AGRICULTURE FILES**

These files generally contain:

Part 1: Correspondence;

Part 2: Cash rent agreement or crop-share agreements; Spraying contracts; Receiving-payment documents; Copy of billing statements;

Part 3: Inventory and/or appraisal summary; Appraiser's report to the Board of Educational Lands and Funds; Lessee owned improvements BELF 2230 3/83; Board of Educational Lands and Funds improvement inventory and appraisals;

Part 4: Litigation and any correspondence regarding claims, etc. ;

Part 5: Improvements; Summary sheet - lists dates of all improvements; Agreement of completion of work ; Certified Statement of Improvement Cost; Improvement Request;

Part 6: Cooperative agreements ; Plans and projects;

Part 7: Blank;

Part 8: Lease Application, One copy of Assignments and Extensions

Files are maintained by county, township, section, and range. If land is sold, place notice sheet in FILE for quick reference to LAND SALES FILES, Records Retention Schedule Item #63-1-22.

PART 5, IMPROVEMENTS and CAPITAL EXPENDITURES FILE: Retain permanently OR microfilm and destroy originals.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

ALL OTHER MATERIAL: Transfer to State Records Center after cancellation of lease; dispose of 2 years after expiration or cancellation of lease, provided audit has been completed.¹

63-1-4 AGRICULTURE LEASES AND APPLICATIONS TO LEASE

The Application to Lease contains information indicating that the applicant is an eligible Lessee. The Agriculture Lease contains covenants and provisions that must be followed by the Lessee(s). It is signed by both the Lessee(s) and the Executive Secretary of the Board. At one time the Application was separate from the Lease Agreement; now the two are combined.

Dispose of 50 years after expiration or cancellation of lease.

63-1-5 AGRICULTURE MASTER FILE

Record of lease number, expiration of lease date, location, name and address of lessee, lease date, section, township and range, previous lease number, legal description, appraisal date, valuation, semiannual rent, and bonus. Semiannual printout.

ELECTRONIC DATA: Backup as required; dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

SECURITY COPY: Backup as required; dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit had been completed.¹

PAPER WORK COPY: Dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit had been completed.¹

63-1-6 APPLICATIONS TO PURCHASE

Applications to purchase land made out by the individual bidding highest for the parcel of land. After application, the Board of Educational Lands and Funds has to approve sale.

Dispose of after receipt of FINAL PAYMENT DOCUMENT, Records Retention Schedule Item #63-1-19, provided audit has been completed.¹

63-1-7 ASSIGNMENT RECORD BOOKS

Book lists individual to whom the leases were assigned after original lessee could not continue lease for duration.

ORIGINAL RECORD: Retain permanently OR microfilm and destroy originals.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

63-1-8 CERTIFICATES OF SALE

Record gives purchasing price, date payments made and amounts, name of purchaser, date and legal description of property.

ORIGINAL RECORD: Microfilm and destroy originals after 5 years.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

STATE ARCHIVES MICROFILM WORK COPY: Retain permanently.

AGENCY MICROFILM WORK COPY: Dispose of after 10 years.

63-1-9 CLEAR LISTS OF LANDS

Books of clear lists including indemnity school lands, agricultural college lands, penitentiary lands and public buildings, saline lands and university lands.

ORIGINAL RECORD: Microfilm and destroy originals, subject to review by the State Archivist before disposal.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

63-1-10 CONDEMNATION FILES

Filed chronologically. File generally contains Return of Appraisal, application, description, notes to Attorney General and Governor and a copy of the plat.

Dispose of 50 years after condemnation proceedings are completed.

63-1-11 CONDEMNATION RECORD BOOK

Copies of decrees and judgments issued in district court are filed in these books. Included are copies of plats drawn, Return of Appraisers Statement, exhibits, and legal description of land. Condemnation involves taking land for a road through the property or other State use.

ORIGINAL RECORD: Microfilm and destroy originals.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

STATE ARCHIVES MICROFILM WORK COPY: Retain permanently.

AGENCY MICROFILM WORK COPY: Retain permanently.

63-1-12 COUNTY LISTS

List giving county, lease number, description, location, acres, valuation and semiannual rent. Sorted by county, type and section, township and range. Semiannual printout.

ELECTRONIC DATA: Backup as required; dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

SECURITY COPY: Backup as required; dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

PAPER WORK COPY: Dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

63-1-13 CREATING AND GENERATING TRANSACTIONS (OBSOLETE 2001)

Report which creates charges but does not post them to the AGRICULTURE MASTER FILE, Records Retention Schedule Item #63-1-5.

ELECTRONIC DATA: Backup as required; dispose of after 5 years.

SECURITY COPY: Backup as required; dispose of after 5 years.

PAPER WORK COPY: Dispose of after 5 years.

63-1-14 DEED RECORD BOOKS

Record of sale of land by date order to individual and deed to land issued. This is like the original deed (i.e. to whom sold, legal description, amount of payment, date, signatures of Governor, Executive Secretary, and Secretary of State).

ORIGINAL RECORD: Microfilm and destroy originals 10 years after last entry.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

STATE ARCHIVES MICROFILM WORK COPY: Retain permanently.

AGENCY MICROFILM WORK COPY: Dispose of after 20 years.

63-1-15 DELINQUENT LISTING

List by county of lease numbers with a delinquent balance.

ELECTRONIC DATA: Backup as required; dispose of after superseded.

SECURITY COPY: Backup as required; dispose of after superseded.

PAPER WORK COPY: Dispose of after superseded.

63-1-16 EASEMENT FILES

File may contain: correspondence, Return of Appraisers Statement, copy of Judgement, receipt for payment, notice of complaint, description of land and copy of plat from State Surveyor's Office.

ORIGINAL RECORD: Microfilm and destroy originals.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

63-1-17 EASEMENT RECORD BOOK

Book gives description of the property, copy of plat, Return of Appraisers Statement, application and Notice to Governor and Attorney General.

ORIGINAL RECORD: Microfilm and destroy originals 5 years after last activity.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

STATE ARCHIVES MICROFILM WORK COPY: Retain permanently.

AGENCY MICROFILM WORK COPY: Dispose of after 20 years.

63-1-18 ESCHEAT ESTATE FILES

File may contain: correspondence, copy of Court Decree, copy of will and copy of sale papers if sold.

ORIGINAL RECORD: Microfilm and destroy originals after 1 year.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

63-1-19 FINAL PAYMENT DOCUMENTS (DELETED)

Filed by county and then by ledger number, listing purchase price, all payments made, legal description of property and name of purchaser.

Transferred to Records Retention Schedule Item # 63-1-22, Land Sales Files.

63-1-20 HISTORY TRANSACTION REPORT

List by lease number showing all transactions as of January 1 of the current year.

ELECTRONIC DATA: Backup as required; dispose of after 3 years.

SECURITY COPY: Backup as required; dispose of after 3 years.

WORK PAPER COPY: Dispose of after 3 years.

63-1-21 INACTIVE LEASES DROPPED

List by county of lease numbers which were dropped to inactive status during current fiscal year.

ELECTRONIC DATA: Backup as required; dispose of after 3 years.

SECURITY COPY: Backup as required; dispose of after 3 years.

PAPER WORK COPY: Dispose of after 3 years.

63-1-22 LAND SALE FILES

Files may contain: correspondence, affidavit of publication, Certificate of Bid and Application to Purchase Educational Land, Appraiser's Report to Board of Educational Lands and Funds, copy of deed, school land improvement inventory and memo to the agenda that property was sold.

Filed alphabetically by county and then by section, township and range. Files deal with land which belonged to the State but now sold. Sale also recorded in DEED RECORD BOOK, Records Retention Schedule Item #63-1-14.

Dispose of 10 years after deed is issued to purchaser.

63-1-23 LEASE EXPIRATION LISTING

List by county of lease numbers expiring December 31 of the current year.

ELECTRONIC DATA: Backup as required; dispose of after superseded.

SECURITY COPY: Backup as required; dispose of after superseded.

PAPER WORK COPY: Dispose of after superseded.

63-1-24 LEASES (OIL AND GAS; SAND AND GRAVEL)

Active and cancelled leases are filed separately in lease number order.

ORIGINAL RECORD: Retain permanently OR microfilm and destroy originals.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

63-1-25 LESSEE'S BOND (OIL AND GAS)

Bonds are filed in alphabetical order usually in amounts of \$1000 or \$5000. Bonds used to assure no damage will be done to property.

ORIGINAL RECORD: Retain permanently OR microfilm and destroy originals.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

63-1-26 MASTER MAILING FILE UPDATE (OBSOLETE 2001)

DAS-CDP form number 1894. For OIL AND GAS LEASES.

Dispose of after verification with MASTER MAILING FILE 2 REGISTER - MMF 210.

63-1-27 MINERAL LEASE RECORD BOOK

Entries are in lease number order listing county, date due of rent payment, amount of rent, the date rent is paid, legal description of land and any assignments or releases.

ORIGINAL RECORD: Retain permanently OR microfilm and destroy originals.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

63-1-28 NAME LISTING

List of all lessees currently leasing land from the Board of Educational Lands and Funds. Includes county number, name and address, and legal description.

ELECTRONIC DATA: Backup as required; dispose of when superseded.

SECURITY COPY: Backup as required; dispose of when superseded.

PAPER WORK COPY: Dispose of after 6 months.

63-1-29 OIL AND GAS LEASE FILES

Files broken down by producing and nonproducing leases. Nonproducing leases are filed by county and contain receipts for payments of rent. Producing leases are filed by lease number and contain correspondence, monthly production reports and royalty receipts.

NONPRODUCING LEASE FILES: Dispose of after 5 years, provided audit has been completed.¹

PRODUCING LEASE FILES: Retain permanently OR microfilm and destroy originals.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

63-1-30 OIL AND GAS LEASE LEDGER CARDS

Filed by lease number and separated by producing and nonproducing leases. Cards list name and address, lease number, rent, lease period, legal description and number of acres. All money received is posted.

ORIGINAL RECORD: Retain permanently OR microfilm and destroy originals.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

63-1-31 PLAT BOOKS

Files contain plats and take-offs of all land owned by the School Trust in that county.

Part 1: lists: current lessee, sub-lessee, number of acres, co-operative agreement number, lease number, improvements and name of appraiser.

Part 2: lists: breakdown of acres by classification for each parcel of land by section, township and range.

Filed by county, township, section and range. Files are normally redone every 5 years.

Dispose of after 15 years.

63-1-32 RENTAL SCHEDULES

Rental schedules by class for each county with backup material for land classification which determines annual rent. Information includes appraiser's name, type of soil and historical crop value. Printout will show valuation and annual rent.

ELECTRONIC DATA: Backup as required; dispose of 3 years following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

SECURITY COPY: Backup as required; dispose of 3 years following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

PAPER WORK COPY: Retain permanently OR microfilm and destroy originals.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

63-1-33 SALE LEDGERS

Book indicates to whom land was sold, payments made (i.e. principal and interest payments), dates payments due, any assignments and date land was deeded to individual. Also used presently to determine mineral rights in some cases. Same information available in AGRICULTURE FILES, Record Retention Schedule Item #63-1-3.

ORIGINAL RECORD: Retain permanently OR microfilm and destroy originals.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

63-1-34 SAND AND GRAVEL LEASE FILES

Filed by county and lease number containing any correspondence, receipts for rent and transmittals of production.

ORIGINAL RECORD: Retain permanently OR microfilm and destroy originals.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

63-1-35 SAND AND GRAVEL LEASE LEDGER CARDS

Handled same way as the OIL AND GAS LEASE LEDGER CARDS, Records Retention Schedule Item #63-1-30. Annual rental plus monthly royalty payments on 3 year leases.

ORIGINAL RECORD: Retain permanently OR microfilm and destroy originals.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

63-1-36 SCHOOL LAND ABSTRACT BOOKS

By county, then by section, township and range. Lists legal description, number of acres, lease number, deed record number and to whom deeded and date, if sold. If not sold, only lists the lease number.

ORIGINAL RECORD: Microfilm and destroy originals 5 years after last entry.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

STATE ARCHIVES MICROFILM WORK COPY: Retain permanently.

AGENCY MICROFILM WORK COPY: Dispose of when no longer of office reference value.

63-1-37 SEMIANNUAL RENTAL POSTING

Classification of land, value, rental fee and any changes. Listed by county, lease number and classification. Printed semi-annually.

ELECTRONIC DATA: Backup as required; dispose of after superseded.

SECURITY COPY: Backup as required; dispose of after superseded.

PAPER WORK COPY: Retain permanently OR microfilm and destroy originals.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

63-1-38 UPDATING TRANSACTION REPORT

Listing of receipts and adjustments (by batches) to update HISTORY TRANSACTION REPORT, Records Retention Schedule Item #63-1-20.

ELECTRONIC DATA: Backup as required; dispose of after 5 years.

SECURITY COPY: Backup as required; dispose of after 5 years.

PAPER WORK COPY: Dispose of after 5 years.

63-1-39 VOYAGER SYSTEM CHARGES – DETAILED LISTING

Computer generated monthly and/or weekly detailed listing of all charges on the Voyager System. Generated by Voyager program. May include: Vehicle Report, Product Purchase Summary, Discount Report, Payments and Adjustment Report, Account Summary Report, Tax Exemption Report.

PAPER WORK COPY: Dispose of after 3 years, provided audit has been completed.¹

ELECTRONIC DATA: Voyager disposes of data after 3 years, provided audit has been completed.¹

SECURITY COPY: Voyager is responsible for backing up its system.

63-2 DIVISION OF STATE SURVEYOR

63-2-3 FIELD NOTES - U.S. GOVERNMENT DUPLICATE ORIGINAL SURVEYS

Duplicate original copies of the original field notes taken during the survey of Nebraska Territory before becoming a state. Originals are being retained by the National Archives. Extra duplicate originals may be transferred to the State Archives.

DUPLICATE ORIGINAL RECORD: Microfilm for security; retain permanently.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

63-2-5 PLATS - RAILROAD

Plats were drawn up by the railroad and are filed by county. Files also contain brief explanation. Duplicate originals may be transferred to the State Archives.

ORIGINAL RECORD: Microfilm for security; retain permanently.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

63-2-4 PLATS - U.S. GOVERNMENT ORIGINAL SURVEY

Drawn up from the original field notes. This is a working copy for the State Surveyor's Office. Originals are being retained by the National Archives. Duplicate originals may be transferred to the State Archives.

ORIGINAL RECORD: Microfilm for security; retain permanently

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

63-2-6 PLATS - U.S. RE-SURVEYS

Plats drawn from the re-surveys made by the Department of Interior Bureau of Land Management. Duplicate originals may be transferred to the State Archives

ORIGINAL RECORD: Microfilm for security; retain permanently.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

63-2-7 STATE RE-SURVEYS - ORIGINALS

Files contain original notes and plats done by the State Surveyor's Office. Duplicate originals may be transferred to the State Archives.

ORIGINAL RECORD: Microfilm for security; retain permanently.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

63-2-8 SURVEY RECORD REPOSITORY RECORDS

All surveys and miscellaneous documents received from county surveyors, private surveyors, or any other source pursuant to State Statute 84-413 and 81-8, 122.01.

ORIGINAL RECORD: Microfilm and return to county or other appropriate agency.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

63-2-1 U.S. FIELD NOTES - INDIAN RESERVATION

Duplicate originals of field notes made by the U.S. Government surveyors during period of 1850-1900. Duplicate originals may be transferred to the State Archives.

ORIGINAL RECORD: Microfilm for security; retain permanently.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

63-2-2 U.S. FIELD NOTES – RE-SURVEYS

Duplicate original field notes made when re-surveys are done. Duplicate originals may be transferred to the State Archives.

ORIGINAL RECORD: Microfilm for security; retain permanently.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

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.)

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet