

**Schedule 124**

**STATE AGENCIES**

**GENERAL RECORDS**

June 21, 2011

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

**124**

AGENCY, BOARD OR COMMISSION

**STATE AGENCIES**

DIVISION, BUREAU OR OTHER UNIT

**GENERAL RECORDS**

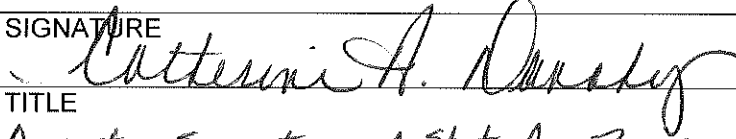
**Supersedes Edition of September 8, 2010**

**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

*Deputy Secretary of State for Records Management*

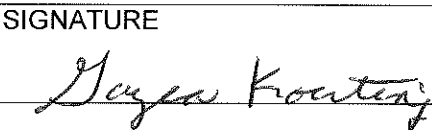
DATE

*06-13-2011*

**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



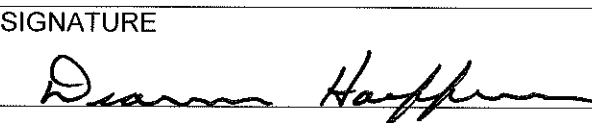
DATE

*6/14/2011*

**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



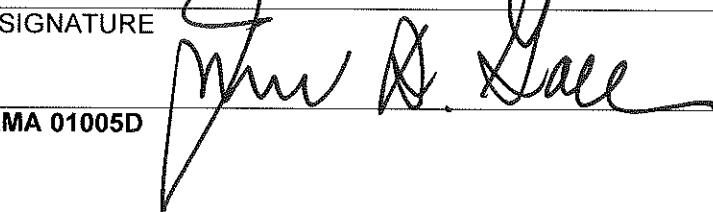
DATE

*6/15/11*

**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

*6/21/2011*

## **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 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. 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. Refer to Neb. Rev. Stat. §82-105.
4. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the 2<sup>nd</sup> to 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 124  
STATE AGENCIES  
GENERAL RECORDS  
June 21, 2011**

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

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-001-000-000-000-000-000	ACCOUNTS PAYABLE	Any supporting record received or generated by the agency that provides support for payments made to vendors for goods and services, employee for reimbursement of expenses and any other situation where a warrant or electronic payment is issued. This may include, but is not limited to: invoices, reports, disbursement documents, purchase orders, packing slips, requisitions, employee expense reimbursement forms, etc.	5 years	
124-002-000-000-000-000-000	ACCOUNTS PAYABLE WARRANT CANCELLATION FORM	Form used to cancel a warrant.	5 years	
124-003-000-000-000-000-000	ACCOUNTS RECEIVABLE	Any supporting record received or generated by an agency for billing non-state agencies or institutions for supplies, services, or repairs provided by an agency. May include, but not limited to: invoices, reports, etc.	5 years	
124-004-000-000-000-000-000	ADDRESS AND TELEPHONE FILES		After superseded	
124-005-000-000-000-000-000	ADVERTISEMENTS/ NOTICES TO THE PUBLIC OR EMPLOYEES	Any announcement that communicates job openings or promotional opportunities.	4 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-006-000-000-000-000-000	<b>AFFIRMATIVE ACTION RECORDS</b>	Copies of affirmative action plans and reports generated or updated as required for submission to DAS-State Personnel Division (State Affirmative Action Office). Also includes information and reports compiled by DAS-State Personnel and forwarded to agencies as a means of evaluating and monitoring their hiring practices. Records may contain information such as seniority, age, salary and grade, and minority classification.	<b>RECORDS OF ADVERSE IMPACT:</b> 2 years after adverse impact eliminated <b>ALL OTHER RECORDS:</b> 3 years	
124-007-000-000-000-000-000	<b>AGREEMENTS AND CONTRACTS</b>	Contracts, leases and agreements that may include general obligation, land lease, utilities, consultants, services, software, IT systems and construction <i>except buildings</i> . Documents may include specifications, request for proposals or information (RFP/ RFI), affidavits of publication of calls for bids, accepted and rejected bids, contracts, letters of agreements, purchase orders, inspection reports, performance bonds and correspondence.	<b>ACCEPTED:</b> 5 years after completion, fulfillment, or voiding of contract; subject to review by the State Archives for possible accession <b>REJECTED:</b> 5 years	<ul style="list-style-type: none"> <li>•BUILDINGS: See CONSTRUCTION CONTRACTS AND RECORDS, item 124-20</li> <li>•NOTE: Agreement and contracts may have language/conditions included in award that allows for alternative disposition</li> <li>•Neb. Rev. Stat. §25-205</li> <li>•Contact State Archives to negotiate transfer</li> </ul>
124-008-000-000-000-000-000	<b>AIR TRANSPORTATION ACKNOWLEDGEMENT</b>	Acknowledgement sent to agencies by the Department of Aeronautics when they request a flight. Lists an itinerary, additional passenger, who is in charge of flight, etc.	<b>2 years</b>	
124-009-000-000-000-000-000	<b>ANNUAL COMMUTING CERTIFICATION FORM</b>	Summary of all agency employees that utilize a state vehicle in a commuting capacity for a given year. Information may include agency name, employee's names and social security numbers, income inputted, etc.	<b>5 years</b>	
124-010-000-000-000-000-000	<b>ANNUAL SURVEY OF GOVERNMENT EMPLOYMENT</b>	Voluntary survey form sent to government agencies by the Federal Census Bureau which is used to conduct a yearly census of governments. Form may contain information regarding employment and pay, labor-management relations, and costs for selected employee benefits.	<b>1 year after form is submitted</b>	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-011-000-000-000-000-000	APPLICATIONS AND OTHER SUPPLEMENTAL MATERIAL USED TO HIRE AND NOT HIRE PERSONS	May include internal job postings, application, resumes, structured interview questions, supplemental questionnaires, background checks, screening or scoring devices and any other material used in the hiring process or in the failure or refusal to hire any person.	4 years after date of personnel action to which record relates	Complaints under ADEA may be filed for a period up to 4 years after a personnel action is made
124-012-000-000-000-000-000	AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING		Unless specifically prohibited under a separate record item listing, records may be destroyed immediately after microfilming, provided that the following provisions are met before disposal of such records: 1. The micrographics project shall be registered with the State Records Administrator. 2. All micrographics recording shall be done in accordance with State Records Administrator's Rule 430 NAC 7, Micrographics Standards. 3. A sample of the micrographics system shall have been inspected and approved by the State Records Administrator before such document disposal.	<ul style="list-style-type: none"> <li>•430 NAC Ch. 7, § 001.04</li> <li>•No RECORDS DISPOSITION REPORT (RMA 03006B) is required</li> </ul>
124-013-000-000-000-000-000	AUTHORITY FOR DISPOSAL OF RECORDS FOLLOWING A DURABLE MEDIUM PROCESS CONVERSION		Unless specifically prohibited under a separate record series listing OR state and federal laws and regulations, records converted to an alternative medium may be destroyed immediately after conversion, provided the agency has determined the alternative process and chosen medium complies with the Durable Medium Definition, and as long as the converted records continue to follow the stated retention periods.	<ul style="list-style-type: none"> <li>•430 NAC Ch. 1, §001.18</li> <li>•No RECORDS DISPOSITION REPORT (RMA 03006B) is required</li> </ul>
124-014-000-000-000-000-000	BANK RECORDS	Document created or received related to the Agency's checking accounts. Records may include, but are not limited to bank statements, deposit slips, cancelled checks, returned checks and check registers.	5 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-015-000-000-000-000-000	<b>BILLING RECORDS, MATERIEL DIVISION</b>	Monthly computer reports used to bill agencies for services provided. Billing reports include: Printing Billing, Copy Services Billing, Postage Billing Distribution, Office Supply Bureau Billing, Contractual Advertising and Subscriptions, etc.	<b>5 years</b>	
124-016-000-000-000-000-000	<b>BILLING RECORDS, OFFICE OF THE CIO</b>	Monthly computer reports that provide agency billing information for IT, telecommunication and network charges. Reports may include work orders, billing codes, descriptions, current month and period to date totals for other details for agencies. IT reports may include alternative formats prepared at the request of an agency.	<b>ORIGINAL RECORD:</b> 5 years <b>OTHER COPIES/ALTERNATIVE FORMATS:</b> When no longer of reference value	
124-017-000-000-000-000-000	<b>BONDS (FOR AGENCY OFFICIALS)</b>		<b>10 years after release, replacement or expiration of bond</b>	
124-018-000-000-000-000-000	<b>BUDGET FILES (FOR PLANNED PROJECTS)</b>		<b>5 years after discontinuation or completion; subject to review by the State Archives for possible accession</b>	Contact State Archives to negotiate transfer
124-019-000-000-000-000-000	<b>BUDGET REQUEST DOCUMENTS</b>	Form and all back-up material which shows the real and projected agency budget for a six-year period and is a complete listing of the operating and construction fund requests of a department or agency.	<b>AGENCY COPY:</b> 5 years after date submitted <b>BACK-UP MATERIAL:</b> Concurrently with agency copy <b>FISCAL ANALYST COPY:</b> When no longer of reference value; subject to review by the State Archives for possible accession	<ul style="list-style-type: none"> <li>•Budget Division keeps requests permanently</li> <li>•Contact State Archives to negotiate transfer</li> </ul>
124-020-000-000-000-000-000	<b>BUILDING CONSTRUCTION CONTRACTS AND RECORDS</b>	Documents include specifications, affidavits of publication of calls for bids, accepted and rejected bids, contracts, purchase orders, inspection reports and correspondence relating to building construction projects; may include performance bonds.	<b>ACCEPTED:</b> Permanent, OR microfilm and destroy originals <b>SECURITY MICROFILM:</b> Transfer to State Archives <b>MICROFILM WORK COPY:</b> Permanent <b>REJECTED:</b> 5 years	
124-021-000-000-000-000-000	<b>BUILDING GROUNDS MAINTENANCE</b>	All grounds keeping activities, including but not limited to assignments, work responsibilities, checklists, inspections, reports and other related documents.	<b>5 years</b>	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-022-000-000-000-000-000	<b>BUILDING MAINTENANCE</b>	All maintenance, repairs and remodels to buildings owned or leased by the state government entity. Used to verify repairs were made. May include, but not limited to: location, work completed, materials used, personnel completing work, authorization, dates and related information.	<b>NON-HISTORIC:</b> 5 years <b>HISTORIC:</b> 5 years; subject to review by State Archives for possible accession	<ul style="list-style-type: none"> <li>•Neb. Rev. Stat. §72-809 <i>Historic structure shall mean any building significant in American history or architecture on a local, state or national level</i></li> <li>•Contact State Archives to negotiate transfer</li> </ul>
124-023-000-000-000-000-000	<b>BUILDING PLANS AND SPECIFICATIONS, STATE</b>		<b>2 years after sale or building vacated (whichever is later), subject to review by State Archives for possible accession</b>	Contact State Archives to negotiate transfer
124-024-000-000-000-000-000	<b>BUILDING SPACE REQUESTS</b>	Requests for office and storage space, copies of blueprints, and related correspondence.	<b>1 year after occupation of space or request denied</b>	
124-025-000-000-000-000-000	<b>CALENDARS</b>	Desk and pocket calendars, appointment books, and planners, both paper and electronic, including Lotus, Exchange, PDAs and similar devices.	<b>2 years</b>	
124-026-000-000-000-000-000	<b>CASH REGISTER RECORDS</b>	Documents received and created related to an Agency's cash register. Records may include, but are not limited to coupons, cash register tape, charge slips, void slips and credit card receipts.	<b>5 years</b>	
124-027-000-000-000-000-000	<b>CERTIFICATE OF DESTRUCTION OF SURPLUS PROPERTY</b>	Certificate issued to an agency when property is destroyed.	<b>5 years</b>	
124-028-000-000-000-000-000	<b>CITIZENSHIP ATTESTATION FORM</b>	Attestation form completed by applicant/recipients of public benefits, public contractors and public employees for verification of lawful presence and eligibility status of U.S. citizens or qualified aliens.	<b>Retain and dispose of with appropriate record series</b>	<ul style="list-style-type: none"> <li>•EMPLOYMENT: See INS FORM I-9 and EMPLOYMENT ELIGIBILITY VERIFICATION FORM, item 124-65</li> <li>•CONTRACTS: See AGREEMENTS AND CONTRACTS, item 124-7</li> <li>•Neb. Rev. Stat. §4-111 (R.S.Supp 2009)</li> </ul>
124-029-000-000-000-000-000	<b>COMMUNICATIONS INFORMATION DENIAL</b>	Includes all communication and documentation relating to the denial of requests for records.	<b>10 years</b>	<ul style="list-style-type: none"> <li>•Neb. Rev. Stat. §84-712.04, R.R.S. 1943</li> <li>•Neb. Rev. Stat. §84-1205.06</li> </ul>

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-030-000-000-000-000-000	<b>COMMUNICATIONS, EVENT-DRIVEN</b>	Communications with open ended, event-driven retention periods which occur at some future date.	<b>AGENCY HEAD/CEO/ ELECTED OFFICIAL/ COMMISSION CHAIR:</b> 5 years after end of event, subject to review by the State Archives for possible accession <b>ADMINISTRATOR, DEPUTY ADMINISTRATOR:</b> 5 years after end of event, subject to review by the State Archives for possible accession <b>ALL OTHER STATE EMPLOYEES:</b> 5 years after end of event	Contact State Archives to negotiate transfer
124-031-000-000-000-000-000	<b>COMMUNICATIONS, FISCAL</b>	Communications created or received documenting purchases, financial obligations, fiscal revenues, etc. which are not included in your agency specific schedules.	<b>5 years</b>	
124-032-000-000-000-000-000	<b>COMMUNICATIONS, LONG-TERM</b>	Communications containing information related to the mission of the agency, i.e., documents major transactions, establishes or implements policy, establishes legal rights or responsibilities, or has other long-term ramifications to the operation of the agency.	<b>AGENCY HEAD/CEO/ ELECTED OFFICIAL/ COMMISSION CHAIR:</b> Transfer to State Archives after 8 years <b>ADMINISTRATOR, DEPUTY ADMINISTRATOR:</b> 8 years, subject to review by State Archives for possible accession <b>ALL OTHER STATE EMPLOYEES:</b> 8 years	Contact State Archives to negotiate transfer
124-033-000-000-000-000-000	<b>COMMUNICATIONS, MID-TERM</b>	Communications related to agency operations and administration of agency programs, which are not included in another agency specific schedule. Does not have long-term significance, establish legal rights, or contain policy implications. May include, but not limited to: routine public communication, interoffice or interdepartmental communications related to work activities, request for replies to information and communication related to reports and research.	<b>2 years</b>	
124-034-000-000-000-000-000	<b>COMMUNICATIONS, NONRECORD</b>	Communications not related to state government transactions or activities and are not included in another agency specific schedule.	<b>No retention required</b>	Also see NONRECORD MATERIAL, item 124-82

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-035-000-000-000-000-000	COMMUNICATIONS, SHORT-TERM	Communications related to work/agency but has no documentary or evidentiary value. May include but not limited to: generic request for replies to information, notices including memoranda and other records that do not serve as the basis of official actions or professional interest materials retained for short-term reference.	6 months	
124-036-000-000-000-000-000	COMPLAINT FILE	Complaints filed by employees or by persons concerning the decisions or actions of a specific state agency. Examples include unfair or discriminatory employment practices lawsuits.	<b>COMPLAINTS (INVOLUNTARILY TERMINATED EMPLOYEES):</b> 1 year after termination <b>DISCIPLINARY RECORDS RELATED TO WORKPLACE HARASSMENT:</b> 4 years according to current labor contracts <b>COMPLAINTS (NO ACTION):</b> 3 years <b>COMPLAINTS (RESULTING IN ACTION):</b> 3 years after action and appeals are complete and final	
124-037-000-000-000-000-000	COMPUTER CHANGE FORM	Agency designed change form sent to the Office of the Chief Information Officer to make changes or deletions on computer reports.	Changes or deletions are verified	
124-038-000-000-000-000-000	COMPUTER ERROR LISTING		Immediately after error correction	
124-039-000-000-000-000-000	CREDIT CARD RECORDS		Superseded or use is terminated	
124-040-000-000-000-000-000	DEPOSIT RECORDS	Records received and/or created by Agencies when depositing funds with the State Treasurer.	5 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-041-000-000-000-000-000	<b>DISASTER RECOVERY BACK-UPS FOR THE ENTERPRISE Z/OS MAINFRAME SYSTEM</b>	Data (records) from the Enterprise z/OS system are copied to back-up tapes by the Office of the Chief Information Officer ("OCIO") for the purpose of disaster recovery preparation. The data is to be used for system restoration in the event of a disaster or system failure. Disaster recovery back-ups are never to be used or considered for records access or management purposes. "Enterprise z/OS system" means the system maintained by the OCIO utilizing the IBM z/OS operating system and related products.	<p><b>Weekly DASD backups:</b> The backups start late Sunday &amp; finish early Monday. High capacity cartridges (encrypted) are sent to a secure offsite location for safekeeping. The backup cartridges from the previous week are stored in a Capitol vault for safekeeping and are returned to scratch status each time a new weekly set is created.</p> <p><b>Hierarchical Storage Manager Migration Level 2 backups:</b> HSM ML2 datasets are DASD datasets that haven't been referenced recently and as a result are offloaded to a ML2 tape cartridge. These ML2 cartridges are duplexed (and encrypted) and the copies are sent to a secure offsite location for safekeeping. These cartridges accompany the Weekly DASD backups. The copies from the previous week are stored in a Capitol vault for safekeeping and are returned to scratch status each time a new weekly set is created.</p> <p><b>Virtual Data Recovery backups:</b> Each morning, all tape datasets created in the previous 24 hours are stacked on a high capacity cartridge (encrypted) and sent to a secure offsite location for safekeeping. A copy of every tape dataset is retained offsite as long as the original tape dataset is valid. Cartridges are returned to scratch status when the data they contain is no longer valid or exists on another tape cartridge.</p> <p><b>Disposition:</b> Each month, any scratch cartridge that has remained in scratch status for more than six months is erased.</p>	NOTE: Scratch cartridges are written over when they are selected by the system for reuse. Cartridge reuse is controlled by hardware microcode, over which we have no manual or programmatic influence.

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-042-000-000-000-000-000	<b>DISASTER RECOVERY BACK-UPS FOR THE OCIO OPEN SYSTEM</b>	Back-ups will be performed by the Office of the Chief Information Officer ("OCIO") for the purpose of disaster recovery. These back-ups are to be maintained for system restoration in the event of a disaster or system failure. They are never to be used or considered for records access or management purposes. "Open Systems" are the systems maintained by the OCIO utilizing the Windows and Linux operating systems and related products, both OICO and agency owned servers.	<p><b>Daily back-ups:</b> Back-ups occur Monday through Thursday starting at 5:00 pm. Back-up media will be reused, recycled or deleted after one week.</p> <p><b>Off-Site Back-ups:</b> Back-ups occur on Friday starting at 5:00 pm. Back-up media will be stored at a secure offsite location for a period of one week, moved to a secondary location for a period of one week, then moved on-site for one week, before being reused, recycled or deleted.</p> <p><b>Weekly Back-ups:</b> Back-ups occur on Saturday starting at 5:00 pm. Back-up media will be stored on-site. Back-up media will be reused, recycled or deleted after one calendar month.</p> <p><b>Monthly Back-ups:</b> Back-ups occur on the first Saturday of each month starting at 5:00 pm. Back-up media will be stored at a secure off-site location for a period of six months before being reused.</p>	This schedule does not apply to agency owned servers, maintained by the OCIO, that have a separate designated retention period as determined by the agency.
124-043-000-000-000-000-000	<b>DISASTER RECOVERY DATA FOR THE ENTERPRISE EMAIL SYSTEM</b>	Data (records) from the enterprise email system is copied to tapes or other storage media by the Office of the Chief Information Officer ("OCIO") for the purpose of disaster recovery preparation. The data is to be used for system restoration in the event of a disaster or system failure. Disaster recovery data is never to be used or considered for records access or management purposes. "Enterprise Email System" means the email system maintained by the OCIO utilizing Microsoft Exchange and related products.	<p><b>END-OF-WEEK DISASTER RECOVERY DATA:</b> Erase on the first business day after a 14 day retention period.</p> <p><b>INCREMENTAL DAILY DISASTER RECOVERY DATA:</b> Erase contemporaneously with the related End-Of-Week Disaster Recovery Data.</p> <p><b>OFF-SITE END-OF-WEEK DISASTER RECOVERY DATA:</b> Erase on the first business day after a 14 day retention period.</p>	
124-044-000-000-000-000-000	<b>ELIGIBILITY LIST</b>	Agency list of persons to be considered for position openings.	<b>3 years after position is filled</b>	
124-045-000-000-000-000-000	<b>EMPLOYEE BIOGRAPHICAL FILE CARD (PERMANENT AND TEMPORARY EMPLOYEES' PAYROLL RECORD)</b>	May include name, social security number, address (including zip code), date of birth (if younger than 19), occupation, rate of pay, daily and weekly compensation, hours worked daily and weekly, basis of wages paid, regular hourly pay rate.	<b>3 years after date of last entry or completion of contract</b>	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-046-000-000-000-000-000	EMPLOYEE DIRECT DEPOSIT AGREEMENT	Form signed by an employee to authorize or cancel direct deposit of the employee's net pay into his/her checking or savings account.	After superseded or 4 years after termination of employment (whichever is sooner)	
124-047-000-000-000-000-000	EMPLOYEE INSURANCE FILE	Under ERISA retention of records to each employee-participant in the plan continues for the duration of plan participation.	3 years after termination	Employee Retirement Income Security Act (ERISA)
124-048-000-000-000-000-000	EMPLOYEE PAYROLL DEDUCTION INFORMATION	Records may include, but are not limited to, deduction forms, vendor reports of employees' contributions to charity campaigns and benefit plans.	<b>DEFERRED COMPENSATION:</b> Transfer form to 124-6-15 EMPLOYMENT HISTORY FILE upon separation/termination of employment <b>ALL OTHERS:</b> 5 years after superseded or obsolete	
124-049-000-000-000-000-000	EMPLOYEE POPULATION REPORT	Count of persons employed within an agency, board, commission, or institution.	3 years after date of report	
124-050-000-000-000-000-000	EMPLOYEE RECOGNITION RECORDS	Award committee reports, selection criteria, nominations, and similar administrative records of employee awards or incentive programs.	3 years after date of personnel action	
124-051-000-000-000-000-000	EMPLOYMENT HISTORY FILE	May include: the employee's applications for employment, individual vacation and sick leave records, copies of employee's performance reports, copies of all personnel transaction forms pertaining to the employee, copies of documents initiated by the employee that affect pay (deferred compensations), Employee's Retirement Membership Form, Notification of Retirement, and other records not specifically listed here dealing with reasonable requests for accommodation, promotion, demotion, transfer, layoff, recall, termination, or selection for training.	<b>NO COMPLAINT OR CHARGE FILED:</b> 10 years after termination <b>COMPLAINT OR CHARGE FILED:</b> 10 years after all actions and appeals are complete and final	<ul style="list-style-type: none"> <li>•File of any employee transferring from one state agency to another without a break in service will be transferred to the new state agency</li> <li>•Includes all employees in the NPERS system</li> </ul>

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-052-000-000-000-000-000	ENTERPRISE DATA FOR GOVERNMENT EFFICIENCY (EDGE)			All records contained in the EDGE system will be maintained permanently until the Department of Administrative Services has an approved schedule for the disposition of these records. Individual agencies should consider their own business, financial and legal requirements when determining disposition of records generated from the EDGE system and schedule items in agency specific schedules to address the disposition if they do not appear in Schedule 124
124-053-000-000-000-000-000	EQUIPMENT SERVICE AGREEMENT	Agreements or contracts between the agency and equipment vendor to provide maintenance service of equipment.	5 years after contract has expired	
124-054-000-000-000-000-000	EQUIPMENT WARRANTY		5 years after surplused or destroyed	
124-055-000-000-000-000-000	EVACUATION PLANS		Superseded	
124-056-000-000-000-000-000	EXECUTIVE ORDERS		Rescinded or amended, subject to review by the State Archives for possible accession	Contact State Archives to negotiate transfer
124-057-000-000-000-000-000	FAX (FACSIMILE) TRANSMISSIONS	Facsimile transmissions, sent or received.	Retain and dispose of with appropriate record series to which they pertain	
124-058-000-000-000-000-000	FIRE ORDERS	Agency copy of "ORDERS" issued by the Fire Marshal for correcting deficiencies in the fire code.	10 years	
124-059-000-000-000-000-000	FIRST REPORTS OF ALLEGED ACCIDENT OR OCCUPATIONAL DISEASE OR FIRST REPORT OF OCCUPATIONAL INJURY OR ILLNESS		<b>MEDICAL EXAMINATIONS AND REPORTS OF EMPLOYEE EXPOSURES TO TOXIC SUBSTANCES OR BLOOD BORNE PATHOGENS:</b> 30 years after separation/termination <b>OCCUPATIONAL AND ILLNESS RECORDS:</b> 5 years after case is closed <b>COMPLAINT OR CHARGE FILED AFTER RECORDS RETENTION PERIOD:</b> 5 years after all actions are complete	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-060-000-000-000-000-000	FMLA LEAVE FORMS	Records showing designated dates of Family Medical Leave Act (FMLA) leave taken.	3 years	Records and documents relating to medical certifications, re-certifications, or medical histories of employees or employees' families, created for purposes of FMLA, are maintained as confidential information and kept separate from item 124-51 EMPLOYMENT HISTORY FILE
124-061-000-000-000-000-000	FUND APPLICATION (DAS)	Copy of form used to add, change or terminate a fund within the state accounting system.	5 years	
124-062-000-000-000-000-000	GARNISHMENTS	Court orders calling for the employer to testify on the salary of employees for the purpose of withholding a percentate of their salaries for the payment of personal debts.	2 years after settlement of debts or termination of employment (whichever is sooner)	
124-063-000-000-000-000-000	GRANTS	Records that document the application, evaluation, award, administration, monitoring and status of grants which may come from federal or state governments or foundations and other private funding sources. May include but not limited to: applications, proposals, activities, budgets, award notification, grant evaluations, reports, project plans, expenditure reports, related correspondence and documentation.	<b>AWARDED:</b> 5 years after final expenditure report date of submission or as required by grant or program (whichever is later) <b>SUPERFUNDED:</b> 10 years after final expenditure report date of submission or as required by grant or program (whichever is later) <b>NON-AWARDED:</b> When no longer of reference value	<ul style="list-style-type: none"> <li>•24 CRF §84.85(c) (2)</li> <li>•40 CFR §30.53(b)</li> <li>•40 CFR §31.42</li> <li>•40 CFR §35.6705</li> </ul>
124-064-000-000-000-000-000	GRIEVANCE RECORDS		3 years after all actions and appeals are complete or when no longer of reference value (whichever is later)	
124-065-000-000-000-000-000	INS FORM I-9 AND EMPLOYMENT ELIGIBILITY VERIFICATION FORM	Forms signed by employees and employers attesting to employment eligibility and verification.	5 years after date of hire or 1 year after separation/termination (whichever is later)	<ul style="list-style-type: none"> <li>•Immigration Reform &amp; Control Act 8. U.S.C. §1101</li> <li>•Information kept separate from Employment History File</li> </ul>
124-066-000-000-000-000-000	INTRASTATE BILLING TRANSACTIONS (IBT) INVOICE	Form records the revenues and expenditures associated with goods and/or services provided by one state agency to another state agency or department. May include supporting documentation.	5 years	
124-067-000-000-000-000-000	INVENTORY, ANNUAL		5 years	
124-068-000-000-000-000-000	INVENTORY, NOTICE OF EQUIPMENT REMOVED FROM		5 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-069-000-000-000-000-000	INVESTMENT AUTHORIZATION	Form used to provide data for distributing interest earnings.	1 year after termination of the fund or after superseded (whichever is sooner)	
124-070-000-000-000-000-000	ITINERARY INFORMATION	Any records which document proposed itineraries.	1 year	
124-071-000-000-000-000-000	JOB ORDER FORM	Copy of form completed by agencies and sent to DAS - State Personnel Division outlining a position vacancy and job requirements for hiring a qualified applicant.	3 years	
124-072-000-000-000-000-000	LABOR CONTRACTS	Copies of agreements on wages, hours and other terms and conditions of employment between the State and certified bargaining units and their agents.	Superseded	
124-073-000-000-000-000-000	LEGAL OPINIONS AND ADVICE	Includes opinions from the Attorney General and/or agency legal counsel concerning state and/or federal regulations or statutes.	5 years or when no longer pertinent to the operation of the agency (whichever is later); subject to review by the State Archives for possible accession	Contact State Archives to negotiate transfer
124-074-000-000-000-000-000	LIST OF EMPLOYEES COMMUTING WITH STATE OWNED VEHICLES	List of drivers given permission by agency head and having Governor's prior written permission (EO 99-01) to retain possession of State owned vehicles during non-working hours and weekends.	5 years	
124-075-000-000-000-000-000	LOGBOOKS AND OTHER LOGS	Logbooks are maintained in a variety of formats and can also be used to document registration of visitors, non-agency personnel, etc. Information may include but is not limited to sender/name, subject matter/reason, date(s), time(s), etc.	SECURITY AND LAW ENFORCEMENT: 5 years ALL OTHERS: 2 years	
124-076-000-000-000-000-000	MAILING BOOK	Log used for accepting insured, COD, and certified mail. Information may include name and address of sender and addressee, number of articles, postage fee, and amount due sender.	5 years	
124-077-000-000-000-000-000	MASTER MAILING FILE	Any report which is issued as needed and serves as an agency mailing list.	Superseded or obsolete	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-078-000-000-000-000-000	<b>MEETING MINUTES AND MATERIALS</b>	Official minutes, agenda and other information that may include, but are not limited to: presentation and supplemental meeting materials.	<b>OPEN MEETING ACT DEFINED GROUPS:</b> Retain permanently, subject to review by the State Archives for possible accession <b>ALL OTHER COPIES:</b> When no longer of reference value <b>SECURITY MICROFILM:</b> Transfer to the State Archives <b>MICROFILM WORK COPY:</b> Permanent <b>VIDEO/AUDIO RECORDINGS:</b> 1 year after minutes approved <b>OTHER INFORMATION:</b> When no longer of reference value, subject to review by the State Archives for possible accession <b>ALL OTHER MINUTES:</b> When no longer of reference value, subject to review by the State Archives for possible accession	<ul style="list-style-type: none"> <li>•Neb. Rev. Stat. §84-1409</li> <li>•Neb. Rev. Stat. §84-1413</li> <li>•Microfilm for security annually</li> <li>•Record may NOT be destroyed after microfilming</li> <li>•Contact State Archives to negotiate transfer</li> </ul>
124-079-000-000-000-000-000	<b>MICROFILM PROJECT REGISTRATION (FORM RMA 03004A)</b>	Form used to register microfilm projects with Records Management.	<b>Superseded or 1 year after project discontinued (whichever is sooner)</b>	
124-080-000-000-000-000-000	<b>MICROGRAPHICS AND SCANNING PROJECT SPECIFICATIONS</b>	Agreement between agency and Records Management. Documents the responsibilities and procedures for any micrographic and scanning projects done by Records Management for the agency.	<b>Superseded or 1 year after project is discontinued (whichever is sooner)</b>	
124-081-000-000-000-000-000	<b>MOTOR VEHICLES TRAVEL LOG</b>	Form used to document use of TSB leased and rented vehicles. Information for each use may include: date of use, start and finish odometer readings, start and finish times, number of miles traveled, destination, purpose of trip, driver's signature.	<b>5 years</b>	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-082-000-000-000-000-000	<b>NONRECORD MATERIAL</b>	The following materials are declared to be nonrecord material, regardless of media on which they reside: a. Books, periodicals, newspapers, and catalogues acquired and saved as a general reference resource; b. Extra copies of documents saved only for convenience or reference for which no action is recorded or taken (i.e. reading files); c. Identical or convenience copies of reports, memoranda, etc., for which your office was not the originator or the office of record, and which have not been annotated by your office; d. Stocks of publications, reproduced documents, or other printed materials preserved for supply purposes; e. Blank forms; f. Junk mail, spam, tickler files "to-do" and task lists that serve as a reminder that an action is required on a given date or that a reply to action is expected; g. Materials received documenting employee fringe activities (carpool locators, employee recreation and welfare activities, blood donors, charitable funds, community notices, holiday and social meetings, etc.).	<b>NONRECORD MATERIAL may be destroyed at any time by the agency</b>	<ul style="list-style-type: none"> <li>•Neb. Rev. Stat. §84-1215</li> <li>•No RECORDS DISPOSITION REPORT (RMA 03006B) is required</li> </ul>
124-083-000-000-000-000-000	<b>ORGANIZATION CHARTS</b>		<b>Transfer to the State Archives after superseded</b>	Contact State Archives to negotiate transfer
124-084-000-000-000-000-000	<b>OUTSTANDING WARRANTS PREVIOUS TO DATE</b>	Quarterly report provided for agencies by DAS State Accounting which lists warrants still outstanding that were issued through the end of the second month of the prior quarter. The purpose of this report is to identify warrants which have been outstanding for a considerable length of time which require follow-up and, possibly, cancellation.	<b>REPORT:</b> Superseded <b>FOLLOW-UP MATERIAL:</b> Warrant is no longer listed on the report	
124-085-000-000-000-000-000	<b>OVERTIME AUTHORIZATION</b>		<b>5 years</b>	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-086-000-000-000-000-000	PAYROLL - AGENCY RECORDS	Any supporting records received or generated by an agency used to review, correct or adjust and certify agency payroll records. May include, but is not limited to, timesheets, reports, etc.	5 years	LEAVE REQUESTS: See TIME OFF AND/OR SICK LEAVE REQUESTS, item 124-117
124-087-000-000-000-000-000	PERSONNEL ACTION NOTIFICATIONS (ADMINISTRATIVE CORRECTIVE ACTIONS)	Corrective actions are those actions which do not affect pay, status or tenure and are imposed to correct or improve an employee's job performance.	3 years after all actions and appeals are complete or when no longer of reference value (whichever is later)	<ul style="list-style-type: none"> <li>•NE State Personnel Rules and Regulations</li> <li>•Applicable Union Contracts</li> </ul>
124-088-000-000-000-000-000	PERSONNEL ACTION NOTIFICATIONS (DISCIPLINARY ACTIONS)	Disciplinary actions are those actions which which may affect pay, status, or tenure and are imposed to discipline an employee for actions which are are harmful to the best interest of the state, the agency, or the employee work force, or for failure to improve performance or conduct following imposition of corrective action. May also include cause for demotion, suspension or dismissal, or of failure to give written notice of resignation. Forms may also be used to document employee evidence or self-improvement efforts as well as favorable and unfavorable communications.	<b>DISCIPLINARY RECORDS RELATED TO WORKPLACE HARASSMENT:</b> 4 years according to current labor contracts <b>ALL OTHER RECORDS:</b> 3 years after all actions and appeals are complete and final and when no longer of reference value (whichever is later)	<ul style="list-style-type: none"> <li>•NE State Personnel Rules and Regulations</li> <li>•Applicable Union Contracts</li> </ul>
124-089-000-000-000-000-000	PETTY CASH FUND APPLICATION	Form used to create a petty cash fund or make changes to an existing petty cash fund.	<b>AGENCY COPY:</b> 5 years <b>DAS COPY:</b> 5 years after termination	
124-090-000-000-000-000-000	PHYSICAL EXAMINATIONS	Results of any physical examination where results are considered in connection with any personnel actions.	4 years after date of personnel action to which record relates	
124-091-000-000-000-000-000	POLICY AND PROCEDURES MANUAL, AGENCY		Transfer to the State Archives after superseded or when no longer applicable	Contact State Archives to negotiate transfer
124-092-000-000-000-000-000	POSTAGE AUTHORIZATION FORM	Form filled out by the agency showing the quantity of material mailed and the cost.	1 year	
124-093-000-000-000-000-000	POSTAGE METER RECORDS		5 years	
124-094-000-000-000-000-000	PRESS RELEASES	Press releases issued by the agency.	1 year; subject to review by the State Archives for possible accession	Contact State Archives to negotiate transfer

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-095-000-000-000-000-000	PROPOSED LEGISLATION	Drafts of proposed legislative bills and related correspondence.	<b>INTRODUCED LEGISLATION:</b> Final disposition of legislation <b>UN-INTRODUCED LEGISLATION:</b> When no longer needed as a basis for future legislative work	
124-096-000-000-000-000-000	PUBLIC NOTICES	Records documenting compliance with laws requiring public notice of governmental activities. May include, but not limited to: public or legal notices, proof of publication, notice of meetings or bids, etc.	<b>5 years</b>	
124-097-000-000-000-000-000	PUBLICATIONS AND PUBLICATION FILES	Records for publication may include background material, copy (drafts), original art work, photo negatives, prints, flats, and final publications in any format including, but not limited to, video, audio, electronic, and Internet based publications. Copies of state publications in any format. State publications are maintained, indexed and made available for lending through the Publications Clearinghouse.	<b>ORIGINAL ART WORK:</b> When no longer of reference value; subject to review by the State Archives for possible accession <b>FINAL PUBLICATIONS:</b> Deposit 4 copies with the NE Publication Clearinghouse <b>ELECTRONIC PUBLICATIONS:</b> Notify State Documents Librarian before removal from agency internet sites <b>ALL OTHER PUBLICATIONS AND FILES:</b> When no longer of reference value	•Neb. Rev. Stat. §51-411 to 51-418 •Contact State Archives to negotiate transfer
124-098-000-000-000-000-000	RECEIPTS		<b>5 years</b>	
124-099-000-000-000-000-000	RECEIPTS, REGISTERED MAIL	Receipts for both sending and receiving registered mail.	<b>5 years</b>	
124-100-000-000-000-000-000	RECORDS DISPOSITION REPORT	Agency copy of "Records Disposition Report" used for the disposition of records based upon an approved records retention schedule.	<b>10 years</b>	Neb. Rev. Stat. §84-1212.02
124-101-000-000-000-000-000	RECORDS TRANSFER FORM	Form indicates items transferred to the State Records Center.	<b>Final disposition of all records listed on form</b>	
124-102-000-000-000-000-000	REPORT-MONTHLY COMMUTING	Form submitted by employee to employer reporting any personal use of an employer provided vehicle.	<b>5 years</b>	
124-103-000-000-000-000-000	REPORTS AND STUDIES	Monthly, special and other STUDIES AND REPORTS not listed separately.	<b>FINAL REPORT:</b> When no longer of administrative value, subject to review by the State Archives for possible accession <b>OTHER COPIES:</b> When no longer of reference value	•RAW DATA: See item 124-127 WORKING PAPERS •Contact State Archives to negotiate transfer
124-104-000-000-000-000-000	REPORTS-ADMINISTRATIVE	Reports compiled by division heads on a regular basis for submission to department heads or their equivalent.		See COMMUNICATIONS, LONG-TERM, item 124-32

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-105-000-000-000-000-000	REPORTS-AGENCY ANNUAL AND BIENNIAL		<b>ORIGINAL RECORD:</b> Deposit 4 copies with the NE Publications Clearinghouse <b>ALL OTHER COPIES:</b> When no longer of reference value; subject to review by the State Archives for possible accession	<ul style="list-style-type: none"> <li>•Neb. Rev. Stat. §51-411 to 51-418</li> <li>•Contact State Archives to negotiate transfer</li> </ul>
124-106-000-000-000-000-000	REPORTS-AUDIT	All Auditor of Public Accounts (APA) prepared state agency audit reports, and attestation reports are maintained on microfilm or original paper copy by the Auditor of Public Accounts Office. CAFR audit reports and single audit reports are maintained by both the DAS State Accounting Division and the Auditor of Public Accounts Office, both on-line and original paper copy.	<b>3 years</b>	Auditor of Public Accounts does not maintain audit reports received by state agencies from outside contractors
124-107-000-000-000-000-000	REPORTS-CONSULTANTS AND COMMITTEES	Studies, analyses and reports created by consultants or committees.	<b>2 years, subject to review by the State Archives for possible accession</b>	Contact State Archives to negotiate transfer
124-108-000-000-000-000-000	REPORTS-SALES TAX QUARTERLY		<b>3 years</b>	
124-109-000-000-000-000-000	REPORT-WORKERS' COMPENSATION		<b>4 years after date of report</b>	
124-110-000-000-000-000-000	REQUEST FOR TUITION ASSISTANCE	Request includes personal employee information as well as background on the course and its approval by the agency.	<b>5 years</b>	
124-111-000-000-000-000-000	RULES AND REGULATIONS (AGENCY COPY)		<b>Superseded or obsolete</b>	
124-112-000-000-000-000-000	SOCIAL NETWORKING SITES			See WEB SITES, item 124-125
124-113-000-000-000-000-000	STATE ACCOUNTING WEBSITE MAIL-IN DATABASE LINK REQUESTS	Email requests sent to DAS Accounting via web links by State Agencies regarding various function requests.	<b>Verification of request completed or when no longer of reference value</b>	
124-114-000-000-000-000-000	SURPLUS PROPERTY NOTIFICATION (SP1)	Form is filled out when property is to be surplus.	<b>5 years</b>	
124-115-000-000-000-000-000	SURPLUS PROPERTY SALE REPORT	Form sent to the agency when surplus property is sold.	<b>5 years</b>	
124-116-000-000-000-000-000	TELEPHONE CALL FORM	Form indicates to whom and when telephone calls are made.	<b>5 years</b>	
124-117-000-000-000-000-000	TIME OFF AND/OR SICK LEAVE REQUESTS		<b>5 years</b>	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-118-000-000-000-000-000	TRAINING MANUALS	Manuals developed by the agency designed for training of agency employees.	Superseded or job position is terminated	
124-119-000-000-000-000-000	TRAVEL REQUEST FORM	May include "Trip Sheet" for travel expenses.		<ul style="list-style-type: none"> <li>•See ACCOUNTS PAYABLE, item 124-1</li> <li>•Attach to expense reimbursement form</li> </ul>
124-120-000-000-000-000-000	TRUTH AND DECEPTION EXAMINATIONS	Records of all questions asked and all responses made.	3 years or when no longer of reference value (whichever is later)	Neb. Rev. Stat. §81-1932
124-121-000-000-000-000-000	VEHICLE USAGE REPORT	Annual report goes to agencies having vehicles. Lists vehicle type, miles, operating costs, and cost per mile. Used by agencies to justify the usage and needs for vehicles.	Superseded	
124-122-000-000-000-000-000	VOYAGER SUMMARY DOCUMENT	Generated by Voyager System. Agencies will maintain this documentation.	5 years	
124-123-000-000-000-000-000	VOYAGER SYSTEM CHARGE SLIPS	Charge slips generated for the Voyager System at the point of purchase. State employees receive the receipt at the time of purchase and they are to be retained by the agency the employee works for.	5 years	
124-124-000-000-000-000-000	W-4 FORMS	Copy of W-4 forms retained by the agency.	4 years after superseded or termination of employment (whichever is sooner)	Also know as "Employees Withholding Exemption Certificate"
124-125-000-000-000-000-000	WEB SITES	Internet web sites established and maintained by state agencies including posts to social networking web sites such as blogs, wikis, Facebook, Twitter, etc.		<ul style="list-style-type: none"> <li>•Follow stated retention and disposition requirements already in place in Schedule 124 or agency specific schedules</li> <li>•Contact Agency Records Officer if web site records are not found in agency specific schedule or Schedule 124</li> </ul>
124-126-000-000-000-000-000	WORK ORDERS, OFFICE OF THE CIO	Work order forms related to agency initiated work charged to the agency.	5 years	
124-127-000-000-000-000-000	WORKING PAPERS	Raw data, research materials and drafts used when creating reports, studies, etc.	<p><b>COMPLETED:</b> Completion of final report, study, etc</p> <p><b>NOT COMPLETED:</b> When no longer of reference value</p>	

# RECORDS DISPOSITION REPORT

<b>TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8<sup>TH</sup> STREET SUITE 210 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 (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
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**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.)**

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