

# Schedule 152

## NMPP ENERGY

(Nebraska Municipal Power Pool)  
MUNICIPAL ENERGY AGENCY OF NEBRASKA  
NATIONAL PUBLIC GAS AGENCY  
PUBLIC ALLIANCE FOR COMMUNITY ENERGY

January 11, 2010

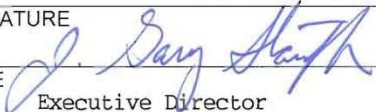
Nebraska Records Management Division  
440 South 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508  
(402) 471-2559

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

<b>TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA</b>	SCHEDULE
	<b>152</b>
	AGENCY, BOARD OR COMMISSION <b>NMPP ENERGY</b>
	DIVISION, BUREAU OR OTHER UNIT <b>(NEBRASKA MUNICIPAL POWER POOL) MUNICIPAL ENERGY AGENCY OF NEBRASKA NATIONAL PUBLIC GAS AGENCY, PUBLIC ALLIANCE FOR COMMUNITY ENERGY</b>
	<b>Supersedes Edition of August 30, 2004</b>

**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 Executive Director	DATE December 31, 2009

**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 1/6/2010
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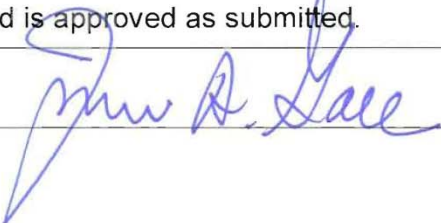
**PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:**

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

SIGNATURE 	DATE 1/7/2010
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**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 1/11/10
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## **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 or transfer to the NE State Historical Society (State Archives), your agency is required to contact the State Archives and negotiate the transfer. Additionally, once the records are accessioned to their collection, they become the possession of the State Archives. Please contact their office by calling (402) 471-4783.
4. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

**Please remember to retain the blank form for future use.**

### **NON-SCHEDULED RECORDS**

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

### **SCHEDULE UPDATE**

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

### **QUESTIONS**

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

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

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## **SCHEDULE 152 NMPP ENERGY**

### **(NEBRASKA MUNICIPAL POWER POOL) MUNICIPAL ENERGY AGENCY OF NEBRASKA NATIONAL PUBLIC GAS AGENCY® PUBLIC ALLIANCE FOR COMMUNITY ENERGY**

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**SCHEDULE 152 - MUNICIPAL ENERGY AGENCY OF NEBRASKA  
– NATIONAL PUBLIC GAS AGENCY® - PUBLIC  
ALLIANCE FOR COMMUNITY ENERGY**

**152-1 ACCOUNTS PAYABLE LEDGERS AND SCHEDULES**

Dispose of after 5 years, provided audit has been completed.<sup>1</sup>

**152-68 AGENCY/COURT ORDERS**

May include records related to court or regulatory agency orders issued to organization, including garnishments, subpoenas for company documents, law enforcement subpoenas and tax orders.

Dispose of 6 years after active period ends.

**152-2 APPARATUS FAILURE RECORDS**

Failure or malfunction of voltage regulators, oil circuit reclosures, or other line apparatus or equipment.

Dispose of after 6 years.

**152-3 ARTICLES OF INCORPORATION, PETITION FOR CREATION,  
CHARTER, BYLAWS, MERGER DOCUMENTS**

Legal documentation relating to the organization.

Retain permanently.

**152-4 ATTENDANCE RECORDS**

May include lists of employees who have been hired and front desk attendance sheets.

Dispose of after 4 years.

**152-5 AUDIT REPORTS**

Dispose of after 7 years.

**152-6 BANK RECONCILIATIONS**

Dispose of after 5 years, provided audit has been completed.<sup>1</sup>

**152-7 BANK STATEMENTS**

Dispose of after 5 years, provided audit has been completed.<sup>1</sup>

**152-69 CALL CENTER RECORDS**

May include Public Alliance for Community Energy training materials, call center operations materials.

Dispose of after 3 years.

**152-8 CAPITAL STOCK AND BOND RECORDS**

May include ledgers, transfer registers, stubs showing issues, record of interest coupons, options.

Retain permanently.

**152-9 CHART OF ACCOUNTS**

May include listings of all general ledger accounts used in maintaining utility accounting.  
**Dispose of after 7 years.**

**152-10 CHECKS**

May include those canceled for important payments, i.e. taxes, purchases of property, special contracts. Checks should be filed with the papers pertaining to the underlying transaction.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**152-11 COBRA RECORDS**

Consolidated Omnibus Budget Reconciliation Act.

**Dispose of 7 years after termination of employment.**

**152-12 CONTRACTS, NOTES, AND LEASES (EXPIRED)**

**Dispose of after 7 years.**

**152-13 CORRESPONDENCE - LICENSE, TRAFFIC AND PURCHASE**

**Dispose of after 7 years.**

**152-14 CORRESPONDENCE – PRODUCTION**

Routine data from power plants about what is produced and billed from a specific power plant.

**Dispose of after 7 years.**

**152-15 COST OF SERVICE STUDIES**

Studies performed to determine cost of providing service.

**Dispose of 7 years after rates revised.**

**152-70 CUSTOMER ACCOUNTS**

Public Alliance for Community Energy retail customer account information.

**Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

**152-16 DEEDS AND EASEMENTS**

Deed and title papers including abstracts of title and supporting information such as appraisals.

**Transfer to Transferee OR dispose of 6 years after property is sold.**

**152-17 DEPRECIATION SCHEDULES**

**Retain permanently.**

**152-18 DIVIDEND CHECKS**

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**152-19 EMPLOYEE BENEFIT PLANS**

May include detailed records showing computation of accruals for pension liabilities, pension or annual payrolls, disability plans and summary plan descriptions of benefit records.

**Dispose of 2 years after termination of plan.**

**152-20 EMPLOYEE RETIREMENT INCOME SECURITY ACT (ERISA)  
RETIREMENT AND PENSION RECORDS**

**Dispose of 10 years after termination of employment.**

**152-21 EMPLOYMENT ADVERTISEMENTS**

**Dispose of after 3 years.**

**152-22 EXPENSE REPORTS/ANALYSES/EXPENSE DISTRIBUTION  
SCHEDULES**

Agency specific expense reports and schedules for monthly accounting purposes on electricity and natural gas. Reports are generated by in-house accounting department.

**Dispose of after 5 years.**

**152-23 FACILITIES MANAGEMENT (CURRENT YEAR) RECORDS**

**Dispose of after 5 years.**

**152-24 FEDERAL FAMILY AND MEDICAL LEAVE ACT  
(FMLA) RECORDS**

Section 825.500.

**Dispose of after 3 years.**

**152-25 FINANCIAL FORECASTS**

Includes computer or hand generated financial forecasts used for other financing approval or for internal use.

**Dispose of after 3 years.**

**152-26 FINANCIAL STATEMENTS**

Includes year-end, other optional reports, working papers which may include raw data used in compiling report studies, and financials.

**Dispose of after 7 years, provided audit has been completed.<sup>1</sup>**

**152-27 FIRE INSPECTION REPORTS**

**Dispose of after 7 years.**

**152-28 FRANCHISE AGREEMENTS FOR ELECTRIC SERVICE**

Documents and supporting information authorizing Municipal Energy Agency of Nebraska (MEAN) to provide electric service within city or village, including records of payments made.

**Retain permanently.**

**152-29 GARNISHMENTS**

**Dispose of 5 years after settlement of debt or termination of employment, whichever is sooner.**

**152-30 GENERAL/PRIVATE LEDGERS, YEAR-END TRIAL BALANCE**

Dispose of after 7 years, provided audit has been completed.<sup>1</sup>

**152-31 GROUP DISABILITY RECORDS**

May include any records that document the disability of the employee (does not include actual disability plan).

Dispose of 7 years after termination of plan.

**152-32 INSURANCE RECORDS, CURRENT ACCIDENT REPORTS, CLAIMS, POLICIES**

Includes policies and related paper work connected with related insurance issues.

Dispose of 5 years after termination of policy or when all claims have been settled, whichever is later, provided audit has been completed.<sup>1</sup>

**152-33 INTERNAL REPORTS (MISCELLANEOUS)**

Dispose of after 3 years, subject to review by the State Archivist for possible accession.

**152-34 INTERRUPTION OR OUTAGE REPORT AND SUMMARIES, LIGHTING AND STORM DATA, LINE TROUBLE REPORTS AND RECORDS**

Individual and summary reports of power outages, storm damage and line malfunctions.

Dispose of after 6 years.

**152-35 INVOICES**

May include invoices to customers and from vendors.

Dispose of after 5 years, provided audit has been completed.<sup>1</sup>

**152-71 LITIGATION/CLAIMS**

May include records related to claims, litigation, government investigation, judgements and other activities of a legal nature for or against the organization. Includes pleadings, discovery, attorney work-products, transcripts, exhibits, etc. Active period ceases with settlement and/or final court order. A court – ordered retention is used if appropriate.

Dispose of 10 years after active period ends.

**152-36 LOAN DOCUMENTS**

Retain permanently.

**152-37 LOBBYING AND RESEARCH RECORDS**

Research from other states on common utility concerns. Not created by NMPP.

Dispose of after 3 years.

**152-72 MARKETING MATERIALS**

May include marketing materials, pricing information regarding retail natural gas rates, advertisements and brochures.

Dispose of after 3 years.

**152-38 MATERIAL SAFETY DATA SHEETS (MSDS)**

May include MSDS or some identification of substance used or found.

**Dispose of 30 years after termination of employment.**

**152-39 MEDICAL AND EXPOSURE RECORDS RELATING TO TOXIC SUBSTANCES**

**Dispose of after 40 years.**

**152-73 MEETING PACKETS AND PREPARATION MATERIALS**

Summaries of discussion and action items distributed for review at meetings of boards of directors and associated committees, not including official copies of meeting agendas, meeting minutes or public notice of meetings. Includes secret ballots for election of leadership, screenshow presentations and meeting handouts.

**Dispose of after no longer of reference value, subject to review by the State Archives for possible accession.**

**152-40 METER HISTORY CARDS**

Records of meter purchase, performance, maintenance and test results.

**Dispose of after life of meter.**

**152-41 NEBRASKA MONTHLY WITHHOLDING TAX DEPOSIT (FORM 501N)**

**Dispose of after 8 years.**

**152-42 NEBRASKA QUARTERLY WITHHOLDING RETURN FORM (941N)**

**Dispose of after 8 years.**

**152-43 NOTES RECEIVABLE LEDGERS AND SCHEDULES**

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**152-44 OPERATIONS – DATA**

Tags, schedules, load management, reports, IRP plans, load history.

**Dispose of after 5 years.**

**152-45 OSHA TRAINING DOCUMENTATION**

**Dispose of after 3 years.**

**152-46 PATENTS AND RELATED PAPERS**

**Retain permanently.**

**152-47 PERMITS**

Permits of a temporary nature from municipalities or others to perform specific work, such as construction permits, cross rail lines, permits granted for the use of other's facilities.

**Dispose of 6 years after expiration or cancellation.**

**152-48 PHYSICAL INVENTORY TAGS**

**Dispose of after 3 years.**

**152-49 PLANT COST LEDGERS**

Dispose of after 7 years, provided audit has been completed.<sup>1</sup>

**152-50 PROPERTY APPRAISALS BY OUTSIDE APPRAISERS**

Dispose of after 7 years.

**152-51 PROXIES**

Retain permanently.

**152-52 PURCHASE ORDERS**

Purchasing department copy.

Dispose of after 7 years, provided audit has been completed.<sup>1</sup>

**152-53 RATE SCHEDULES**

Dispose of after 25 years.

**152-54 RECEIVING SHEETS**

Dispose of after 1 year.

**152-55 RECORDS PERTAINING TO UNFAIR OR DISCRIMINATORY  
EMPLOYMENT PRACTICES AND AMERICANS WITH EMPLOYEE  
MEDICAL RECORDS AND ANALYSIS DISABILITIES ACT**

Dispose of 7 years after final deposition of charge or action.

**152-56 REGULATORY COMMISSION OR AGENCY ORDERS AND  
DECISIONS**

Relating to actions by NPRB, Public Service Commission, Rural Electric Administration, or other state or federal agencies that apply.

Retain permanently.

**152-57 RETIREMENT AND PENSION RECORDS**

Retain permanently.

**152-58 SAFETY AND ADMINISTRATIVE SECURITY RECORDS**

Dispose of after 3 years, subject to review by the State Archives for possible accession.

**152-59 SALES TAX AND UNDERLYING RECORDS**

Records include forms filed with state and sales tax exemption records.

Dispose of after 8 years, provided audit has been completed.<sup>1</sup>

**152-60 SECURITIES, APPLICATION TO ISSUE, BOND RECORDS**

Authorizations for issuance of securities, bond counsel opinions, redeemed revenue bonds, bond coupons and related records.

Dispose of 6 years after redemption.

**152-61 SUBSIDIARY LEDGERS**

Dispose of after 5 years, provided audit has been completed.<sup>1</sup>

**152-62 SUBSTATION RECORDS AND REPORTS**

Records regarding construction, maintenance and operation of substation, including inspections.

**Dispose of after 3 years, subject to review by the State Archives for possible accession.**

**152-63 SYSTEM MAPS**

Maps showing service area boundaries and locations of facilities.

**Dispose of 10 years after superseded, subject to review by the State Archives for possible accession.**

**152-64 SYSTEMS AND TECHNOLOGY HARDWARE AND SOFTWARE LICENSING RECORDS**

**Dispose of 5 years after expiration of license.**

**152-65 TAX RETURNS AND WORKSHEETS, REVENUE AGENT'S REPORTS, AND OTHER DOCUMENTS RELATING TO DETERMINATION OF INCOME TAX LIABILITY**

**Retain permanently.**

**152-66 TRADEMARK REGISTRATIONS AND COPYRIGHTS**

**Retain permanently.**

**152-67 UNEMPLOYMENT COMPENSATION TAX DETAIL RECORDS**

**Dispose of after 8 years.**

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**NOTE**

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

# RECORDS DISPOSITION REPORT

<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.**

RMA 03006D

## VOLUME ESTIMATING GUIDE

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

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