

**DIVISION OF CHILDREN AND FAMILY SERVICES  
ADMINISTRATIVE MEMO #4-2012**

TO: All Children and Family Services Staff

From: Chris Hanus, Child Welfare Administrator   
Terri J. Nutzman, OJS Administrator   
Division of Children and Family Services

Approved by: Scott L. Adams, Ph.D. Interim Director   
Division of Children and Family Services

Date: January 17, 2012

Re: Division of Children and Family Services Records Retention Schedule

Effective: Immediately

Contact: Patti Reddick, Administrative Assistant II  
Phone 402-471-9625 or patti.reddick@nebraska.gov

The Records Retention Schedule for Division of Children and Family Services Child Welfare and Office of Juvenile Services was updated and approved by the Secretary of State in October 2009. We are now in process of combining the Records Retention Schedules for Child Support, Economic Assistance, Local Offices, Child Welfare and Office of Juvenile Services into one schedule. Until the new combined schedule is completed and approved, the retention periods for categories listed below must be followed immediately and used in place of the Local Office schedule you may have been using. The categories are:

- **ADULT PROTECTIVE SERVICES CASE FILE (FORMERLY CASE RECORDS)**
- **CHILD PROTECTIVE SERVICES/CHILDREN AND FAMILY SERVICES CASE FILE**
- **FOSTER FAMILY FILES/LICENSING FILES OR APPROVAL FILES (FORMERLY FAMILY/STATE WARD CASE FILES, FOSTER FAMILY FILES)**
- **INTERSTATE COMPACT/ADOPTION**
- **INTERSTATE COMPACT ON PLACEMENT OF CHILDREN CASE FILES**
- **INTERSTATE COMPACT ON PLACEMENT OF JUVENILES CASE FILES**
- **JUVENILE SERVICES EVALUATION FILES**
- **STATE WARD, JUVENILE SERVICES, NONCOURT INVOLVED/ VOLUNTARY CASE FILES (FORMERLY BEHAVIORAL INCIDENT REPORT FORMS, CASE FILES – STATE WARDS (CLOSED), NCCY CASE FILES, NCCY SCHOOL RECORDS, PERSONAL DENTAL FILES & PERSONAL MEDICAL FILES)**
- **STATE WARD SUBSIDIZED ADOPTION/SUBSIDIZED GUARDIANSHIP FINANCIAL FILES (FORMERLY INCOME MAINTENANCE FINANCIAL FILES)**

A copy of Division of Children and Family Service Child Welfare and Office of Juvenile Services Retention Schedule is attached with this memo or can be accessed at <http://www.sos.state.ne.us/records-management/pdf/150-1-1-2%20Child%20Welfare%20%20OJS%20Website.pdf>.

# **Schedule 150-1-1-2**

## **DEPARTMENT OF HEALTH AND HUMAN SERVICES DIVISION OF CHILDREN AND FAMILY SERVICES CHILD WELFARE AND OFFICE OF JUVENILE SERVICES**

**October 6, 2009**

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

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

SCHEDULE	<b>150-1-1-2</b>
AGENCY, BOARD OR COMMISSION	<b>DEPARTMENT OF HEALTH AND HUMAN SERVICES</b>
DIVISION, BUREAU OR OTHER UNIT	<b>CHILD WELFARE AND OFFICE OF JUVENILE SERVICES</b>
Supersedes Schedule 40-1-9 Edition of May 22, 1991; Schedule 40-1-3 Edition of February 28, 2009; and Schedule 150-1-1-3 Edition of June 19, 2007, item 150-1-1-3-6-1	

**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>Joseph L Rakly</i>	
TITLE <i>Director, Division of Children and Family Services</i>	DATE <i>09/25/2009</i>

**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 <i>Wayne Kootney</i>	DATE <i>10/01/2009</i>
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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 <i>Deann Hayppin</i>	DATE <i>10/01/09</i>
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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 <i>John A. Hill</i>	DATE <i>10/06/09</i>
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RMA 01005D

## **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.
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**

# INDEX

## SCHEDULE 150-1-1-2 DEPARTMENT OF HEALTH AND HUMAN SERVICES DIVISION OF CHILDREN AND FAMILY SERVICES CHILD WELFARE & OFFICE OF JUVENILE SERVICES

	Item	Page
<b><u>ADMINISTRATIVE RECORDS</u></b> .....	<b>150-1-1-2-1</b>	<b>6</b>
COMMISSION FOR THE PROTECTION OF CHILDREN.....	150-1-1-2-1-1	6
CONTRACTS AND PROVIDER AGREEMENTS (FORMERLY RESIDENTIAL CONTRACT FILES) .....	150-1-1-2-1-2	6
EXCEPTION REQUESTS (OBSOLETE 2000).....	150-1-1-2-1-3	6
GRANTS.....	150-1-1-2-1-4	6
MISCELLANEOUS RECORDS .....	150-1-1-2-1-5	6
TRAINING MATERIAL.....	150-1-1-2-1-6	6
<b><u>ADOPTION</u></b> .....	<b>150-1-1-2</b>	<b>7</b>
ADMISSIONS AND PLACEMENT RECORD (OBSOLETE)...	150-1-1-2-2-4	7
ADOPTION RECORD BOOKS (OBSOLETE) .....	150-1-1-2-2-5	7
INTER-COUNTRY ADOPTION CASE FILES.....	150-1-1-2-2-3	7
INTERSTATE COMPACT/ADOPTION CASE FILES .....	150-1-1-2-2-2	7
<b><u>ADULT AND CHILD PROTECTIVE SERVICES</u></b> .....	<b>150-1-1-2-7</b>	<b>7</b>
ADULT PROTECTIVE SERVICES CASE FILES (FORMERLY CASE RECORDS).....	150-1-1-2-7-1	7
CHILD PROTECTIVE SERVICES/CHILD AND FAMILY SERVICES CASE FILE .....	150-1-1-2-7-2	7
EXPUNGEMENTS .....	150-1-1-2-7-3	8
<b>CONSOLIDATED RECORDS</b> .....		<b>11</b>
<b><u>DISASTER RECOVERY BACK-UPS FOR ELECTRONIC RECORDS</u></b> .....	<b>150-1-1-2-8</b>	<b>8</b>
<b><u>DOMESTIC ABUSE</u></b> .....	<b>150-1-1-2-3</b>	<b>8</b>
DOMESTIC ABUSE/VIOLENCE PROGRAM FILES .....	150-1-1-2-3-1	8
<b><u>FOSTER CARE</u></b> .....	<b>150-1-1-2-4</b>	<b>8</b>
FOSTER FAMILY/LICENSING FILES OR APPROVAL FILES (FORMERLY FAMILY/STATE WARD CASE FILES & FOSTER FAMILY FILES).....	150-1-1-2-4-1	8
INTERSTATE COMPACT ON PLACEMENT OF CHILDREN CASE FILES.....	150-1-1-2-4-2	9

<b><u>OFFICE OF JUVENILE SERVICES</u></b> .....	<b>150-1-1-2-6</b>	<b>9</b>
INTERSTATE COMPACT ON PLACEMENT OF JUVENILES		
CASE FILES .....	150-1-1-2-6-1	9
JUVENILE SERVICES EVALUATION FILES .....	150-1-1-2-6-2	9
<b><u>OBSOLETE RECORDS</u></b> .....		<b>10</b>
<b><u>STATE WARDS</u></b> .....	<b>150-1-1-2-5</b>	<b>9</b>
STATE WARD/JUVENILE SERVICES/NONCOURT INVOLVED/VOLUNTARY CASE FILES (FORMERLY BEHAVIORAL INCIDENT REPORT FORMS, CASE FILES- STATE WARDS (CLOSED), NCCY CASE FILES, NCCY SCHOOL RECORDS, PERSONAL DENTAL FILES & PERSONAL MEDICAL FILES) .....	150-1-1-2-5-1	9
STATE WARD /SUBSIDIZED ADOPTION/SUBSIDIZED GUARDIANSHIP FINANCIAL FILES (FORMERLY INCOME MAINTENANCE FINANCIAL FILES) .....	150-1-1-2-5-2	10
<b>RECORD DISPOSITION REPORT</b> .....		<b>12</b>

**SCHEDULE 150-1-1-2 – DEPARTMENT OF HEALTH AND HUMAN SERVICES – DIVISION OF CHILDREN AND FAMILY SERVICES – CHILD WELFARE & OFFICE OF JUVENILE SERVICES**

**150-1-1-2-1      ADMINISTRATIVE RECORDS**

**150-1-1-2-1-1      COMMISSION FOR THE PROTECTION OF CHILDREN**  
Documents pertaining to the Nebraska Commission for the Protection of Children.  
**Dispose of after no longer of reference value, subject to review by the State Archives before disposal.**

**150-1-1-2-1-2      CONTRACTS AND PROVIDER AGREEMENTS  
(FORMERLY RESIDENTIAL CONTRACT FILES)**  
Copies of contracts or agreements with providers outside of agency for services provided.  
**NIS PAID: Located in Central Repository-Support Services. See DHHS Operations-Support Services Schedule 150-3-1-2, item 150-3-1-2-2-5.**  
**N-FOCUS PAID: Dispose of 6 years after fulfillment of contract terms, provided audit has been completed.<sup>1</sup>**

**150-1-1-2-1-3      EXCEPTION REQUESTS (OBSOLETE 2000)**  
Requests exception to policy for services to families contracting with providers.  
**Immediately dispose of obsolete records.**

**150-1-1-2-1-4      GRANTS**  
Documents and information pertaining to the various grants applied for and received by the Division.  
**Dispose of after 6 years, or as outlined by particular grantors' guidelines, provided audit has been completed.<sup>1</sup>**

**150-1-1-2-1-5      MISCELLANEOUS RECORDS**  
Records used by the department which are categorized by the name of such personnel, who either originated the record, or use the record.  
**Dispose of after 1 year.**

**150-1-1-2-1-6      TRAINING MATERIAL**  
Training material including manuals, handouts, video tapes, etc.  
**Dispose of after 10 years, subject to review by the State Archives for possible accession.**

**150-1-1-2-2      ADOPTION**

**150-1-1-2-2-4      ADMISSIONS AND PLACEMENT RECORD (OBSOLETE 1976)**

Two volumes (1883-1899 and 1899--) records the name, birthplace, home town and county, national or racial origins, admission date, discharge date and in some cases the names and home address of adopting parents.

**Transfer to the State Archives; retain permanently.**

**150-1-1-2-2-5      ADOPTION RECORD BOOKS (OBSOLETE 1976)**

Books include an Adoption Register 1882-1897 recording basic information about a child plus a Record of Adoption 1886-1895 listing approvals of adoption by directors of Home for the Friendless and duplicates of adoption agreements.

**Transfer to the State Archives; retain permanently.**

**150-1-1-2-2-3      INTER-COUNTRY ADOPTION CASE FILES**

File pertains to the adoption of a child from another country. May contain correspondence, adoption home study, social summary, and application for a child, medical reports for child, etc.

**Retain permanently.**

**150-1-1-2-2-2      INTERSTATE COMPACT/ADOPTION**

Files pertain to children going out of or coming into Nebraska for adoption. May contain Interstate Compact forms, approval, social history, medical history and reports, correspondence, adoption home study, copies of court orders, copies of relinquishments for adoption, copies of consent or non-consent forms, etc.

**Retain permanently.**

**150-1-1-2-7      ADULT AND CHILD PROTECTIVE SERVICES**

**150-1-1-2-7-1      ADULT PROTECTIVE SERVICES CASE FILE (FORMERLY CASE RECORDS)**

Documentation includes narrative of all findings and activities relating to the report, investigation, needs assessment, status of case, eligibility, DSS-60, etc.

**SUBSTANTIATED CASES: Retain permanently.**

**UNSUBSTANTIATED CASES: Dispose of identifying case record material within 6 years from the completion of the investigation.**

**150-1-1-2-7-2      CHILD PROTECTIVE SERVICES/CHILD AND FAMILY SERVICES CASE FILE**

File for cases that develop following an intake referral alleging abuse or neglect, or dependency. May include narrative, correspondence, law enforcement reports, court orders, medical reports, etc. This includes CFS (Children and Family Services) case files where the case status determination or finding is court substantiated, inconclusive or unfounded.

**COURT SUBSTANTIATED OR INCONCLUSIVE: Retain permanently.**

**UNFOUNDED: Dispose of within 6 years from completion of the investigation.**

**150-1-1-2-7-3      EXPUNGEMENTS**

Documents pertaining to client requests to be expunged from the Nebraska Central Register for Child Abuse and Neglect. May include correspondence, evidence, and police reports.

**Retain permanently.**

**150-1-1-2-8      DISASTER RECOVERY BACK-UPS FOR ELECTRONIC RECORDS**

Back-up tapes or other storage media are only to be used for system restoration in the event of a disaster. Disaster recovery back-ups are never to be used or considered for records access, archiving or management purposes. Tapes will be maintained and then overwritten or destroyed following these rotations:

**ALL OTHER ELECTRONIC RECORDS:**

**Daily (M-F): Dispose of after 1 week.**

**Weekly (Sunday): Dispose of after 3 weeks.**

**Monthly: Dispose of after 1 year.**

**150-1-1-2-3      DOMESTIC ABUSE**

**150-1-1-2-3-1      DOMESTIC ABUSE/VIOLENCE PROGRAM FILES**

Information pertaining to the program administration includes: budgets, narratives, activity reports, etc.

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

**150-1-1-2-4      FOSTER CARE**

**150-1-1-2-4-1      FOSTER FAMILY/LICENSING FILES OR APPROVAL FILES (FORMERLY FAMILY/STATE WARD CASE FILES, FOSTER FAMILY FILES)**

File contains information regarding foster homes, adoptive homes, and relative homes licensed or approved by the Department of Health and Human Services. Files may include foster or adoptive home inquiry, foster home licensing applications, background check reports, home study, medical reports, formal financial statement, correspondence, court orders, marriage certificates, administrative appeal decisions, etc. These files include the criminal history report from the FBI, based on fingerprints (AKA the "rap sheet"). Per instructions from the FBI, this report must be removed prior to sending the file to storage. Local Office will send the pulled criminal history reports to CFS Policy Section, Child Welfare Unit 1 year after closure of the home.

**INQUIRY OR APPLICATION ONLY (NO LICENSE ISSUED AT ANY TIME): Dispose of 6 years from the date of inquiry or application.**

**LICENSING OR APPROVAL FILES: Dispose of 15 years after closure of the home.**

**PULLED CRIMINAL HISTORY REPORTS: CFS Policy Section, Child Welfare Unit will dispose of by shredding 15 years after closure of home.**

**150-1-1-2-4-2 INTERSTATE COMPACT ON PLACEMENT OF CHILDREN  
CASE FILES**

Files on children who are placed in interstate foster homes (includes children going out of or coming into Nebraska). May contain Interstate Compact Application Request, Report to Court - report is history of child and previous placements, medical history, recommendations, copy of consent to release information by a guardian of school records on the child, correspondence, psychological evaluations, copy of birth certificate, client service record, home study, copies of retention filed in court, etc.

**Dispose of after 6 years.**

**150-1-1-2-6 OFFICE OF JUVENILE SERVICES (OJS)**

**150-1-1-2-6-1 INTERSTATE COMPACT ON PLACEMENT OF  
JUVENILES CASE FILES**

Files on juveniles who are going out of or coming into Nebraska. May contain, application for interstate compact services, court orders, Youth Rehabilitation and Treatment Center reports, OJS evaluation (social history, chemical dependency assessment, and history of delinquency, educational status and transcripts, immunization records and other documentation).

**Dispose of after 6 years.**

**150-1-1-2-6-2 JUVENILE SERVICES EVALUATION FILES**

Documents pertaining to all portions of an OJS evaluation that was completed pursuant to a court order shall be retained.

**Dispose of after 6 years**

**150-1-1-2-5 STATE WARDS**

**150-1-1-2-5-1 STATE WARD/JUVENILE SERVICES/ NONCOURT  
INVOLVED/VOLUNTARY CASE FILES (FORMERLY  
BEHAVIORAL INCIDENT REPORT FORMS, CASE FILES  
– STATE WARDS (CLOSED), NCCY CASE FILES, NCCY  
SCHOOL RECORDS, PERSONAL DENTAL FILES &  
PERSONAL MEDICAL FILES**

Case file on each state ward containing placement history and general background, medical records, correspondence, court orders and relinquishment, social summary, public assistance applications, social service plans and authorizations, etc.

**Retain permanently.**

**150-1-1-2-5-2 STATE WARD/SUBSIDIZED ADOPTIONS/SUBSIDIZED  
GUARDIANSHIP FINANCIAL FILES (FORMERLY INCOME  
MAINTENANCE FINANCIAL FILES)**

Case files containing eligibility and payment information for a child on whose behalf the Department has made an out of home care or extended assistance (former ward) payment, including state wards, former wards, and non-wards for whom payments were made through an IVE contract. File may contain court order, income maintenance fact sheet, public assistance application, Child Placement and Financial Status, request for payment of an out of home placement, Application for Assistance, correspondence, etc. Case files containing eligibility and payment information for a child's subsidized adoption or subsidized guardianship. File may contain a determination of the child's eligibility for subsidy, documentation of special needs, application for subsidy, subsidy agreements, FCPay determination, correspondence, etc.

**Dispose of 10 years after closure of case, provided audit has been completed. <sup>1</sup>**

**OBSOLETE RECORDS**

40-1-3-5	<b>INDEX CARDS – CASE FILES (CLOSED)</b> Retain permanently or dispose of after entered and verified in computer.
40-1-3-6	<b>LIBRARY REGISTER BOOK</b> Dispose of when no longer of reference value.
40-1-3-7	<b>LIVING UNIT COMMUNICATION LOGS</b> Dispose of after 5 years.
40-1-3-8	<b>NCCY BROCHURE</b> Dispose of when obsolete.
40-1-9-1	<b>COMMUNITY SERVICE BLOCK GRANT AUDITS</b> Dispose of after 5 years.
40-1-9-2	<b>DOMESTIC ABUSE CENTER DATA</b> Dispose of after 5 years.
40-1-9-10	<b>LICENSE FILES (Day Care Homes, Foster Homes, Group Homes, etc.)</b> Dispose of 10 years after closing or withdrawal provided audit has been completed.
40-1-9-11	<b>LICENSING REVISIONS</b> Dispose of as directed by the Licensing Administrator.
40-1-9-13	<b>SOCIAL SERVICES PROVIDER AUTHORIZATION (FORM DSS-4A)</b> Dispose of after 3 years provided audit has been completed.
40-1-9-14	<b>SPECIAL NEEDS REQUESTS</b> Dispose of after 18 months provided audit has been completed.
40-1-9-15	<b>TALLY SHEETS (FORM RS-4)</b> Dispose of after 5 years.
40-1-9-16	<b>INDEX CARDS – CASE FILES</b> Retain permanently or dispose of after entered and verified in computer.
40-1-9-4	<b>EXCEPTION REQUESTS (FORM DSS-2A)</b> Dispose of after 7 years.

**CONSOLIDATED RECORDS (TO 150-1-1-2-5-1)**

40-1-3-3	BEHAVIORAL INCIDENT REPORT FORMS
40-1-3-4	CASE FILES – STATE WARDS (CLOSED)
40-1-3-9	NCCY CASE FILES
40-1-3-10	NCCY SCHOOL RECORDS
40-1-3-11	PERSONAL DENTAL FILES
40-1-3-12	PERSONAL MEDICAL FILES

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**NOTE**

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*1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.*

# RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8 <sup>TH</sup> 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.

DATE	SIGNATURE
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**SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.**

RMA 03006D

## VOLUME ESTIMATING GUIDE

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

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