

# **Schedule 8**

## **DISTRICT COURT**

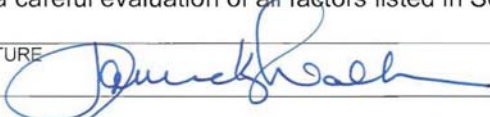
**APRIL 17, 2008**

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

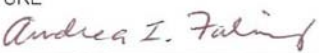
**REQUEST FOR APPROVAL  
OF RECORDS RETENTION  
AND DISPOSITION SCHEDULE**

<b>TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA</b>	SCHEDULE
	<b>8</b>
	AGENCY, BOARD OR COMMISSION <b>Supreme Court</b>
	DIVISION, BUREAU OR OTHER UNIT <b>District Courts</b>
Supersede Schedule 8, Section 8-1 through 8-4; 8-6 through 8-12, edition of October 31, 1989	

**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 <b>STATE COURT ADMINISTRATOR</b>	DATE <b>April 15, 2008</b>

**PART II - ARCHIVAL APPROVAL**

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.	
SIGNATURE 	DATE <b>Apr. 16, 2008</b>
STATE ARCHIVES	

**PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR**

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.	
SIGNATURE 	DATE <b>4/17/08</b>
STATE RECORDS ADMINISTRATOR	

RMA 01005D

## **INSTRUCTIONS FOR USING THIS SCHEDULE**

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. Local Agencies General Records Schedule #24 contains those records common to most local government agencies. This schedule, along with the unique schedule written specifically for records unique to your office, 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. 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. 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 record series and making revisions to existing items. Keeping your schedule current will ensure you have the ongoing authority to dispose of 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 8 – DISTRICT COURT**

### **8-1 CHILD SUPPORT ENFORCEMENT (CSE) REPORTS**

#### **8-1-1 ARREARAGE RECONCILIATION REPORT (OBSOLETE 2001)**

Report used to record/report arrearage used by CSE in tax offset and reporting programs.

**Dispose of 3 years after the end of the federal fiscal year to which the records pertain, provided audit has been completed.<sup>1</sup>**

#### **8-1-2 ARREARAGE REPORT (OBSOLETE 2001)**

Report used to record/report arrearage for tax offset and reporting programs after September, 1989.

**Dispose of 3 years after the end of the federal fiscal year to which the records pertain, provided audit has been completed.<sup>1</sup>**

#### **8-1-3 CLERK OF DISTRICT COURT DAILY LOG ACTIVITY (OBSOLETE 2001)**

Report used to determine Title IV-D activity for reimbursement of salaries and expenses.

**Dispose of 3 years after the end of the federal fiscal year to which the records pertain, provided audit has been completed.<sup>1</sup>**

#### **8-1-4 CLERK OF DISTRICT COURT TIME STUDY (OBSOLETE 2001)**

Report used to determine Title IV-D time for reimbursement of salaries and expenses.

**Dispose of 3 years after the end of the federal fiscal year to which the records pertain, provided audit has been completed.<sup>1</sup>**

#### **8-1-5 MONTHLY REPORT OF SUPPORT COLLECTIONS (OBSOLETE 2001)**

Reporting document for collections on ADC and non-ADC cases.

**Dispose of 3 years after the end of the federal fiscal year to which the records pertain, provided audit has been completed.<sup>1</sup>**

#### **8-1-6 NDSS CHILD SUPPORT INTERCEPT SYSTEM DATA ENTRY DOCUMENT (OBSOLETE 2001)**

Report used to add new cases for the offset and reporting programs to the CSE-978.

**Dispose of 3 years after the end of the federal fiscal year to which the records pertain, provided audit has been completed.<sup>1</sup>**

#### **8-1-7 PAYMENT TRANSMITTAL FOR ADC RECIPIENTS (OBSOLETE 2001)**

Report used to report collections for ADC cases.

**Dispose of 3 years after the end of the federal fiscal year to which the records pertain, provided audit has been completed.<sup>1</sup>**

#### **8-1-8 QUARTERLY BILLING DOCUMENT**

Document used for reimbursement of CSE related expenses.

**Dispose of 3 years after the end of the federal fiscal year to which the records pertain, provided audit has been completed.<sup>1</sup>**

### **8-1-9 REIMBURSEMENT CLAIM FOR CSE APPROVED MEETING OR SEMINAR**

Document used for reimbursement of expenses for attending a CSE meeting.

**Dispose of 3 years after the end of the federal fiscal year to which the records pertain, provided audit has been completed.<sup>1</sup>**

## **8-2 CIVIL CASES**

### **8-2-1 CIVIL ACTION CASE FILES**

Contents include original papers: motions, replies, petitions, answers, briefs, pleas, nature of case, depositions, affidavits, subpoenas, summons, proof of service and notice of appeal, jury lists, witness list, fee bills, executions, continuances, charge of the court, and decrees.

**Dispose of after 20 years.**

### **8-2-2 ENCUMBRANCE RECORD (OBSOLETE 2004)**

Contains Sheriff's statements of levy of each attachment or execution on real estate. Includes an index stating defendants and plaintiff's names, orders of attachments, orders of sale, and orders of execution.

**ORIGINAL RECORD: Retain permanently OR microfilm and destroy originals. Records dated 1920 and before, subject to review by the State Archives for possible accession.**

**SECURITY MICROFILM: Transfer to the State Archives.**

**MICROFILM WORK COPY: Retain permanently.**

### **8-2-3 EQUITY DOCKET (OBSOLETE 2004)**

Includes cases concerning subjects of divorce, quit title, mortgage foreclosure, injunctions, partition of real estate, license to sell real estate, change of name, and declaratory judgments (where restraining order is issued).

**ORIGINAL RECORD: Retain permanently OR microfilm and destroy originals. Records dated 1920 and before, subject to review by the State Archives for possible accession.**

**SECURITY MICROFILM: Transfer to the State Archives.**

**MICROFILM WORK COPY: Retain permanently.**

### **8-2-4 JUDGMENT INDEX (JDGINDX) (FORMERLY JUDGMENT RECORD)**

Determinations in civil actions, instituted for the redress of injury, contains names of judgment debtor and judgment creditor in alphabetical order, date of judgment, amount, costs, and book and page or roll and frame where same may be found. Judgment Index (JDGINDX) and related function keys provide the judgment record.

**ORIGINAL RECORD: Scan to JUSTICE, retain permanently OR microfilm and destroy originals. Records dated 1920 and before, subject to review by the State Archives for possible accession.<sup>2,3</sup>**

**SECURITY MICROFILM: Transfer to the State Archives.**

**MICROFILM WORK COPY: Retain permanently.**

### **8-2-5 LAW DOCKET (OBSOLETE 2004)**

Includes cases such as prayer for money judgment, mandamus, declaratory judgments, (where no restraining order has been issued), petition in error, and injury and damage cases. Contains an alphabetical listing of defendants with reference to the name of the plaintiff and location of the case in **DOCKETS**. Individual cases are numerical by docket and sheet number. Contains a brief record under major headings "Petitions, Answers, Replies," Attorney's name, Title of case, Motions, Demurrers, etc., Nature of case and Judge's Minutes.

**ORIGINAL RECORD: Retain permanently OR microfilm and destroy originals.**

**SECURITY MICROFILM: Retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

### **8-2-6 REGISTER OF ACTIONS (UPDROA)/RECORD BASIC JUDGEMENT INFORMATION (RCDBJDG)/RECORD COMPLEX JUDGEMENT INFORMATION (RCDCJDG)/RECEIPT/DISBURSEMENT HISTORY (RDHIST) (FORMERLY EXECUTION DOCKETS AND FILES)**

Transcripts of lien, amount of judgment, time filing judgment, judgment information, writs and execution information, confirmation of sale in regard to writs or executions, financial activity associated with post judgment enforcement.

**ORIGINAL RECORD: Scan to JUSTICE, retain permanently OR microfilm and destroy originals. Records dated 1920 and before, subject to review by the State Archives for possible accession.<sup>2,3</sup>**

**SECURITY MICROFILM: Transfer to the State Archives.**

**MICROFILM WORK COPY: Retain permanently.**

## **8-3 CONCILIATION COURT RECORDS**

### **8-3-1 CONCILIATION CASE FILES (OBSOLETE 2004)**

Cases are filed numerically by conciliation case number and a typical case file may contain: Petition for Conciliation, Order for Conciliation Hearing, minute sheet, inquiry sheet completed by the parties of their differences and problem areas, and correspondence consisting of form letters for hearing dates, etc. These files contain confidential material. See Neb. Rev. Stat §84-712.05, 1943.

**Dispose of 3 years after last activity.**

### **8-3-2 CONCILIATION DOCKET BOOK (OBSOLETE 2004)**

Book lists the number of the case, parties' names, and attorneys for the parties, dates of filing, types of filings, and the opening and closing dates of conciliation hearings. Docket number and page number correspond to the case number.

**IF INFORMATION IS RECORDED IN THE APPEARANCE DOCKET AND/OR EQUITY DOCKET: See Records Retention Item 8-7-15 (Register of Actions) and Records Retention Item 8-2-3 (Equity Docket) for disposition.**

**CONCILIATION DOCKET: Dispose of 3 years after last activity.**

### **8-3-3 INDEX/CONCILIATION CASES (OBSOLETE 2004)**

Parties are listed or filed alphabetically listing the name and case number along with the docket number and page number.

**Dispose of 3 years after last activity.**

## **8-4        CRIMINAL CASES**

### **8-4-1        CRIMINAL CASE FILES**

Original papers in each criminal case.

**MISDEMEANORS: Dispose of after 10 years.**

**CLASS II, III, IV FELONIES: Dispose of after 20 years.**

**CLASS I, IA, IB FELONIES:**

**ORIGINAL RECORD: Retain permanently OR microfilm and destroy originals pursuant to Records Retention Item 8-19. May transfer originals to the State Archives after 30 years.**

**SECURITY MICROFILM: Transfer to the State Archives.**

**MICROFILM WORK COPY: Retain permanently.**

### **8-4-2        CRIMINAL DOCKET**

All cases involving criminal offenses; includes title, attorneys, nature of case, petitions, motions, dates and judge presiding, (may contain Judge's Minutes). Individual cases are numerical by docket and sheet number.

**ORIGINAL RECORD: Microfilm for security; retain permanently. May transfer originals to the State Archives after 30 years.**

**SECURITY MICROFILM: Transfer to the State Archives.**

**MICROFILM WORK COPY: Retain permanently.**

## **8-6        FISCAL RECORDS**

### **8-6-1        AUDIT REPORTS**

State Auditor's reports of various county offices.

**ORIGINAL RECORD: Dispose of after 5 years.**

**ALL OTHER COPIES: Dispose of extra copies at the discretion of the court clerk.**

### **8-6-2        CONSTRUCTION LIENS/MECHANIC'S LIENS (OBSOLETE 2004)**

Copies of liens placed on real estate by individuals who have a claim on the real estate. The lien is also filed with the register of deeds. Lien includes real estate description, name of owner, name and address of claimant, description of the services performed, amount unpaid, and the time last materials or services were furnished. Liens are enforceable 2 years after being recorded.

**Dispose of 5 years after filing.**

**8-6-3 COSTS WORKSHEET (COST WORKSHEET)  
RECEIPTS/DISBURSEMENT HISTORY (RDHIST) (FORMERLY  
FEE BOOKS/FEE AND FUNDS JOURNAL, CASH AND FEE  
BOOKS)**

Itemized list of fees received for each item, showing date, case number, type of case, name of party from whom received, time, and amount received. Costs Worksheet (COSTWORK) will display all fees and replace the cash and fee book. RDHIST will also show all receipts for fees and judgments.

**FEE BOOKS USED AS INDEX TO MICROFILM: ORIGINAL RECORD: Microfilm for security; retain permanently.<sup>2</sup>**

**SECURITY MICROFILM: Transfer to the State Archives.**

**MICROFILM WORK COPY: Retain permanently.**

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

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

**8-6-4 JOINT CUSTODY RECEIPTS (OBSOLETE 2004)**

Receipts for investment of public funds (in savings institutions, public bonds, etc.) redeemable upon signature of holder, notation of receipts returned to the institution with who said public funds are invested.

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

**8-6-5 RECEIPT/DISBURSEMENT HISTORY (RDHIST)/PAYMENT  
HISTORY (PAYHIST) (FORMERLY TRUST FUND LEDGER)  
(OBSOLETE 2004)**

List entries by case number. Entries indicate the date, amount received, name of individual making payment, the amount paid out, and the name of the individuals receiving payment. These payments are for the judgment made in a case

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

**8-6-6 RECEIPT LEDGER (OBSOLETE 2004)**

Lists receipts for money received from particular cases, including fees and legal fees, alimony and child support fees turned over to the County Treasurer.

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

**8-6-7 REPORT OF JUDGES RETIREMENT FUND FEES**

Copies of reports sent to the Director of the Judges Retirement System accompanied by a check payable to the State Treasurer for judge's retirement. Report includes the number of cases or proceedings and amount collected for judge's retirement.

**Dispose of after 3 years.**

**8-6-8 UNCLAIMED FEES AND FUNDS: YEARLY FINANCIAL REPORT**

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

## **8-7      GENERAL COURT RECORDS**

### **8-7-1      BOND RECORD (OBSOLETE 2004)**

Includes cost bonds, bondsmen (must be covered by property), cash bonds, property bonds, appeal bonds, real estate bonds, and long restraining orders.

**Dispose of 5 years after release, replacement, or expiration of bond or restraining order.**

### **8-7-2      CASES FILED REPORT (RPTFILED)/CIVIL DISPOSTIONS REPORT (RPTCIDSP)/CRIMINAL/TRAFFIC/JUEVENILE DISPOSITIONS (RPTCRDSP) (FORMERLY JUDICIAL STATISTICS REPORT)**

Copy of statistical report which is sent to the Supreme Court. Report includes number of civil cases filed, number of criminal cases filed, number of juvenile cases filed, number of cases pending, number of juries impaneled, number of civil and criminal cases decided, and names of district judges of other districts who have presided and the number of days each presided.

**Dispose of after 3 years.**

### **8-7-3      CHILD SUPPORT DELINQUENCY RECORD**

Record of individuals by case number. Lists the defendant, plaintiff, provisions of the decree, amount to be paid, frequency, date of decree, amount of payment due 30 days prior, amount received, delinquent amount, and the last date of payment.

**Dispose of 30 years after the date of the decree.**

### **8-7-4      COMPLETE RECORD**

A COMPLETE RECORD includes the petition, process, return, pleadings subsequent thereto; reports, verdicts, orders, judgments, all journal entries, and all such filings as are required to be entered in full in the REGISTER OF ACTIONS. This record is to be created per Neb. Rev. Stat. §25-2209 and 25-1319--25-1323; 1943. This record may be compiled and filed directly on microfilm.

**ORIGINAL RECORD: Scan to JUSTICE, retain permanently OR microfilm and destroy originals. Originals over 20 years old, subject to review by the State Archives for possible accession.<sup>2,3</sup>**

**SECURITY MICROFILM: Transfer to the State Archives.**

**MICROFILM WORK COPY: Retain permanently.**

### **8-7-5      CUSTODY FILES - DOMESTIC COURTS**

In accordance with Neb. Rev. Stat. §43-1201--43-1225; 1943, clerk of district courts shall maintain:

1. Pleadings
2. Orders and Decrees
3. Hearing Records
4. Any Social Studies done
5. Other correspondence concerning case.

**Dispose of 20 years after final decree or finding.**

### **8-7-6 CUSTODY FILES - OUT-OF-STATE COURT DECREES**

In accordance with Neb. Rev. Stat. § 43-1201--43-1225; 1943, clerks of district courts shall maintain a registry of:

1. Certified copies of custody decrees of other states received for filing.
2. Correspondence or documents concerning custody proceedings in another state which may affect the jurisdiction of a court of Nebraska or disposition made by it in a custody proceeding or concerning a finding of inconvenient forum.

**Dispose of 20 years after final decree or finding.**

### **8-7-7 DEPOSITIONS**

Written declarations made under oath, notice having been given to the adverse party, thus allowing the same to cross examine or submit written interrogations.

**Dispose of after 10 years if no unfinished matter is pending, subject to review by the State Archives for possible accession.**

### **8-7-8 EXCEPTIONS, BILLS OF (Juvenile Records-See Schedule 80)**

Contains an index showing each witness in the order called, witnesses direct, cross or further examinations. Also contains DEPOSITIONS and EXHIBITS, and page where identified, offered, ruled and found; stipulation, motions to dismiss or to instruct a verdict, together with rulings thereon, and page where found; and Certificate of Court Reporter.

**CIVIL AND EQUITY CASES: Dispose of one year after the records of the court show no unfinished matter pending in the case, subject to review by the State Archives for possible accession.**

**CRIMINAL CASES: Dispose of one year after the records of the court show no unfinished matter pending in the case, including payment of fine, service of sentence, and release from probation or parole, whichever is later, subject to review by the State Archives for possible accession.**

### **8-7-9 EXHIBITS (Juvenile Records-See Schedule 80)**

Exhibits offered or received in evidence in the trial of any action, or materials which have been substituted for such exhibits pursuant to the rules of the Nebraska Supreme Court, and which remain in the custody of the court after the trial of such action. Any release or substitution of exhibits shall be pursuant to the rules of the Nebraska Supreme Court, and the below disposition shall apply only to those materials which have not been released and to those materials which have been placed with the court as substitutes for original exhibits, and which have therefore remained in the custody of the court.

**CIVIL AND EQUITY CASES: Dispose of in accordance with the rules of the Nebraska Supreme Court one year after the date when the records of the court show no unfinished matter pending in the action, subject to review by the State Archives for possible accession.**

**CRIMINAL CASES: Dispose of in accordance with the rules of the Nebraska Supreme Court one year after the date when the records of the court show no unfinished matter pending in the action, including payment of fine, service of sentence, and release from probation or parole, whichever is later, subject to review by the State Archives for possible accession.**

**8-7-10 GENERAL INDEX (GENINDX) (FORMERLY GENERAL INDEX)**

Information contains cases by alphabetical order, location in the **APPEARANCE DOCKET, FEE BOOK, COMPLETE RECORD**, and witness docket.

**ORIGINAL RECORD: Scan to JUSTICE, retain permanently OR microfilm and destroy originals. Records dated 1920 and before, subject to review by the State Archives for possible accession.<sup>2,3</sup>**

**SECURITY MICROFILM: Transfer to the State Archives.**

**MICROFILM WORK COPY: Retain permanently OR transfer to the State Archives after 20 years.**

**8-7-11 JOURNAL**

Records all proceedings of the District Court including date and number of each case, parties involved, action taken, a resume of proceedings, and the court officials involved. When an action is entered on JUSTICE, enter the identifying information for the journal (book and page) on the text line of the action.

**ORIGINAL RECORD: Scan to JUSTICE, retain permanently OR microfilm and destroy originals. Records dated 1920 and before, subject to review by the State Archives for possible accession.<sup>2,3</sup>**

**SECURITY MICROFILM: Transfer to the State Archives.**

**MICROFILM WORK COPY: Retain permanently; OR, transfer to the State Archives after 20 years.**

**8-7-12 JUDGES' WORK SHEETS**

Includes title, attorneys, nature of case, petitions, motions, dates, and judge presiding.

**Dispose of after 10 years.**

**8-7-13 JURY SELECTION RECORDS**

Includes questionnaires, answers, lists, computer tapes, and other records pertaining to jury selection.

**Dispose of after 5 years.**

**8-7-14 RECEIPT/DISBURSEMENT HISTORY (RDHIST) (FORMERLY CHILD SUPPORT AND ALIMONY LEDGER) (OBSOLETE 2004)**

Ledger lists entries by case number. Entries indicate the date, amount received, name of individual making payment, and individual receiving payment.

**Dispose of 75 years after the decree, provided audit has been completed.<sup>1</sup>**

**8-7-15 REGISTER OF ACTIONS (UPDROA) (FORMERLY APPEARANCE DOCKET)**

Records all actions in chronological order, dates of issuance and return of summons, dates of filing of petitions and subsequent pleadings, includes fees and names of parties and attorneys involved. May be used as index to microfilm.

**ORIGINAL RECORD: Scan to JUSTICE, retain permanently OR microfilm and destroy originals. Records dated 1920 and before, subject to review by the State Archives for possible accession.<sup>3</sup>**

**SECURITY MICROFILM: Transfer to the State Archives.**

**MICROFILM WORK COPY: Retain permanently.**

**8-7-16 SEARCH WARRANT RECORDS**

Search records of searches that are not kept as part of the case file. May include Affidavit & Application, Search Warrant, and Return & Inventory.

**Dispose of after 10 years.**

**8-7-17 STENOGRAPHIC REPORTS (OBSOLETE 2004)**

Court reporters' notes.

**CRIMINAL CASES: Dispose of after 50 years.**

**CIVIL CASES: Dispose of after 10 years.**

**8-7-18 UPDATE JUDGES NOTES (UPDJNOTE) (FORMERLY TRIAL DOCKET)**

Sets cases in order of entry with set date for trial. Creation of this docket specified by Neb. Rev. Stat. §25-2209; 1943.

**Dispose of after 10 years if no unfinished matter is pending.<sup>2</sup>**

**8-8 GRAND JURY RECORDS**

*No release or destruction of notes or transcripts shall occur without prior court approval, Nebr. Rev. Stat. §29-1406-29-1412; 1943.*

**8-8-1 RECORD OF PROCEEDINGS**

Record of each case from commencement to adjournment, including court reporter's certifications and court approvals for release of Grand Jury Files.

**Retain permanently OR dispose of pursuant to Nebr. Rev. Stat. §29-1406-29-1412 and §84-12, 1943 with prior court approval.**

**8-8-2 REPORTER'S NOTES AND TRANSCRIPTS**

These records are to be sealed, filed and preserved by the court. No release is authorized without prior court approval pursuant to Nebr. Rev Stat. §29-1406-29-1412; 1943.

**NOTES: Dispose of after transcribed with prior court approval.**

**TRANSCRIPTS: Retain permanently OR dispose of pursuant to Nebr. Rev. Stat. §29-1406-29-1412 and §84-12; 1943 with prior court approval.**

**8-9 JUSTICE REPORTS - DAILY**

*(Based upon your Court's batch scheduler, reports may print out daily, weekly, or monthly).*

**8-9-1 ACH ACTIVITY REPORT – JUSB4509**

List case level information for all the ACH activity for that day.

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

**8-9-2 COMPARE/UPDATE REMOTE SCANNED IMAGES – JUSB4836**

Report used to check if courts need to re-scan a document or not. It lists the document bar codes in Justice not found in the Image Data Base and lists the document bar codes in the Image Data Base not found in JUSTICE.

**PAPER RECORD: Dispose of after all actions have been resolved.<sup>3</sup>**

**8-9-3 CORRESPONDENCE REPORT – JUSB4618**

Lists assignment error messages.

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

**8-9-4 COURTWISE RECEIPT/DISBURSEMENT HISTORY - JUSB0116**

List of financial transactions (receipts, checks, adjustments and voids) occurring during a specific time frame. (INQCTRD)

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

**8-9-5 DAILY ACCOUNT TOTALS REPORT – JUSB0216**

Print out of the total amount receipted into each account.

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

**8-9-6 DAILY BALANCE REPORT – JUSB3455**

Print out of balance in general ledger, month-to-date case balance, non-case balance and variance (if any). Also shows adjusted bank balance; investment accounts (if any) and total bank accounts.

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

**8-9-7 DAILY DEPOSIT REPORT – JUSB3808**

Deposit information for the court's checking account and court ordered investments. (DYDPRPT)

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

**8-9-8 DIRECT DEPOSIT & AUTOMATIC WITHDRAWAL REPORT – JUSB4019 (On Demand Report – RPTDDAW)**

Listing of cases with direct deposits, automatic withdrawals and if there is a stop date for either.

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

**8-9-9 INBOUND RECORDS DETAIL REPORT – JUSB4546**

Errors returned to JUSTICE by CHARTS which may need intervention to correct the records and return the data to CHARTS.

**PAPER RECORD: Dispose of after record corrected.**<sup>3</sup>

**8-9-10 OVERDUE ACTIONS REPORT – JUSB0220**

Lists all actions that were due the previous day but not completed.

**PAPER RECORD: Dispose of after action completed.**<sup>3</sup>

**8-9-11 RECEIPTS BY CASH DRAWER**

A detailed listing of the payment type, receipt number, receipt date, amount of the receipt, the case id the receipt was issued on, the user who issued the receipt and totals for receipts by payment type and a grand total.

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

**8-9-12 RECEIPT HISTORY – PROCESSED/ERRORS/HELD - JUSB4614**

Print outs of the processing of multiple receipts on a case using the receipt history process; shows receipts that were processed, those that encountered an error during processing and those receipts that are still being held on a case and not yet processed.

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

**8-9-13 TRANSACTION REPORT AUTOMATED INBOUND – INTERCHANGE – JUSB4611**

Lists records automatically processed by the system.

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

## **8-10      JUSTICE REPORTS - DMV REPORTS**

### **8-10-1      CREATE DMV ABSTRACT FOR NETVIEW/DM PICKUP –                   JUSB3836**

List of abstract records sent to DMV.

**PAPER RECORD: Dispose of after 6 months.<sup>3</sup>**

### **8-10-2      EXTRACT DMV RECORDS FOR PICKUP BY NETVIEW/DM –                   JUSB3835**

List of records sent to DMV due to Failure to Comply.

**PAPER RECORD: Dispose of after 6 months<sup>3</sup>.**

### **8-10-3      NON COMPLIANCE REPORT – FAILURE TO APPEAR -                   JUSB3832**

List of traffic and criminal cases where the defendant has not appeared by the date on Update Case/Party Information (UPDCASE) or on Complete Scheduled Actions (COMACTS).

**PAPER RECORD: Dispose of after 6 months.<sup>3</sup>**

### **8-10-4      NON COMPLIANCE REPORT – FAILURE TO PAY - JUSB3831**

List of traffic and criminal cases where the defendant has not paid costs and/or judgments by the date due on Traffic/Criminal/Juvenile – Dispositions (TCJDISP).

**PAPER RECORD: Dispose of after 6 months.<sup>3</sup>**

## **8-11      JUSTICE REPORTS – END OF FISCAL YEAR**

### **8-11-1      STATEMENT OF CASH REPORT – JUSB4619**

Report generated at the end of the fiscal year showing the bank balance at the beginning of the fiscal year; the cash receipted but not deposited and the bank balance at the end of the fiscal year.

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

## **8-12      JUSTICE REPORTS - ERROR REPORTS**

### **8-12-1      BALDUE INTEREST RATE ERROR REPORT – JUSB4629**

Compares the default interest rate to the baldue interest rate.

**PAPER RECORD: Dispose of after 1 year.<sup>3</sup>**

### **8-12-2      BILLING EXCEPTIONS REPORT – JUSB3823**

List of cases where normal billing frequency did not occur.

**PAPER RECORD: Dispose of after 1 year.<sup>3</sup>**

## **8-13      JUSTICE REPORTS - JUDGES REPORTS**

### **8-13-1      ASSIGNMENT SUMMARY REPORT – JUSB4042**

List of open and reopened cases that are currently assigned to a Judge.

**PAPER RECORD: Dispose of after 1 year.<sup>3</sup>**

**8-13-2 OVERDUE ACTIVITY REPORT – JUSB0231**

List of overdue actions in order by Judge.

**PAPER RECORD: Dispose of after 1 year.**<sup>3</sup>

**8-14 JUSTICE REPORTS – MONTHLY**

**8-14-1 ACTIVE WARRANT REPORT – JUSB3486**

List of active warrants.

**PAPER RECORD: Dispose of after 1 year.**<sup>3</sup>

**8-14-2 AGE OF CASE PENDING DETAIL REPORT – JUSB0225**

List of all open or reopened case types in ascending order of status date that have been pending for six months or more. (RPTPNDDT)

**PAPER RECORD: Dispose of after 1 year.**<sup>3</sup>

**8-14-3 AGE OF CASE PENDING SUMMARY REPORT – JUSB0224**

List number of total pending (open and reopened) cases for each case type and subtype. (RPTPNDSM).

**PAPER RECORD: Dispose of after 1 year.**<sup>3</sup>

**8-14-4 BONDS HELD REPORT – JUSB4522**

Lists bond money currently being held in trust. (RPTBOND)

**PAPER RECORD: Dispose of after 1 year, provided audit has been completed.**<sup>1,3</sup>

**8-14-5 CASES EXCEEDING PROGRESSION STANDARDS  
REPORT – JUSB3474**

Lists cases that are open or reopened that have exceeded Case Progression Standards for case disposition. (RPTPROG)

**PAPER RECORD: Dispose of after 1 year.**<sup>3</sup>

**8-14-6 CASES FILED REPORT – JUSB0222**

List of case types and current status of each case filed for a certain month. (RPTFILED)

**PAPER RECORD: Dispose of after 1 year.**<sup>3</sup>

**8-14-7 CASES/MOTION UNDER ADVISEMENT – JUSB4622**

List of cases where either CMDECIDE, CADVISE or MADVISE appear as future actions.

**PAPER RECORD: Dispose of after 1 year.**<sup>3</sup>

**8-14-8 CHILD SUPPORT GUIDELINES REPORT – JUSB4009**

Measures adherence of court-ordered child support to the Nebraska Supreme Court Child Support Guidelines (RPTGUIDE).

**PAPER RECORD: Dispose of after 1 year.**<sup>3</sup>

**8-14-9 CIVIL/CRIMINAL CASES AT ISSUE – JUSB3477**

Provides detailed statistical information for Civil, Domestic Relations, Criminal, Traffic and Juvenile cases regarding at issue cases.

**PAPER RECORD: Dispose of after 1 year.**<sup>3</sup>

**8-14-10 CIVIL DISPOSITIONS REPORT – JUSB0223**

Lists a summary of the number of cases in each area that were disposed and how the cases were disposed of during the month. The report also includes a count of appeals from trial court or administrative agencies that were disposed during the month.  
(RPTCIDSP)

**PAPER RECORD: Dispose of after 1 year.**<sup>3</sup>

**8-14-11 CONTINUANCE REPORT – JUSB3480**

Calculates and lists the number of continuances granted by a judge for the month of the report.

**PAPER RECORD: Dispose of after 1 year.**<sup>3</sup>

**8-14-12 CRIMINAL CONVICTIONS REPORT – JUSB3475**

Lists the number and percentage of felony and misdemeanor cases disposed before trial and after a court trial.

**PAPER RECORD: Dispose of after 1 year.**<sup>3</sup>

**8-14-13 DISMISSALS/NO SERVICE – JUSB4038**

List of civil cases with the case status “open”.

**PAPER RECORD: Dispose of after 1 year.**<sup>3</sup>

**8-14-14 DISMISSALS/SUPREME COURT RULE – JUSB4037**

List of civil cases with the case status “open”. Depending upon the presence of certain action codes and the absence of other action codes or no activity for seven months, the case will be closed and a report produced showing which cases were closed.

**PAPER RECORD: Dispose of after 1 year.**<sup>3</sup>

**8-14-15 DISPOSITION DETAIL REPORT – JUSB1223**

List of closed cases by disposition type for the previous month.

**PAPER RECORD: Dispose of after 1 year.**<sup>3</sup>

**8-14-16 FEE FORECAST REPORT – SUMMARY/DETAIL – JUSB3416**

List of GL Accounts, Case ID and respective amounts due to each agency. (RPTFEEF)

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

**8-14-17 FORFEITED BONDS OVER 90 DAYS – JUSB3520**

Report of bonds that have a declaration of forfeiture date that is greater than 90 days.

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

**8-14-18 MONTH-TO-DATE ACCOUNT BALANCES REPORT – JUSB0215**

Summary of general ledger activity for month. (ACCTBAL)

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

**8-14-19 MONTHLY CASE BALANCE REPORT – JUSB0219**

List of cases that have financial activity.

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

**8-14-20 MONTHLY FEE/FINE REPORT – JUSB3482**

List of monthly fees and fines.

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

**8-14-21 OVERDUE CASE ACCOUNT REPORT – JUSB3470**

List of cases with overdue amounts for the month, excluding restitution.

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

**8-14-22 OVERDUE CASE ACCOUNT RESTITUTION REPORT – JUSB3476**

List of cases where restitution amounts are overdue for the month.

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

**8-14-23 OVERDUE CASE ACCOUNT SUMMARY REPORT– JUSB3472**

Summary of overdue cases and the overdue amounts by case type for the month.

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

**8-14-24 PERCENT CASE DISPOSITIONS REPORT – JUSB0226**

Lists Type of Proceeding, Total Dispositions, Cases Disposed without Contest, Percent Disposed Without Contest, and Cases Disposed by Contest and Percent Disposed by Contest for the month. (RPTPCDSP)

**PAPER RECORD: Dispose of after 1 year.**<sup>3</sup>

**8-14-25 PROTECTION ORDERS OUTSTANDING – JUSB4718**

List of protection orders which have been issued, but not served or recalled.

**PAPER RECORD: Dispose of after 1 year.**<sup>3</sup>

**8-14-26 PROTECTION ORDERS UNEXPIRED - JUSB4719**

List of protection orders which have not yet expired.

**PAPER RECORD: Dispose of after protection order expiration date.**<sup>3</sup>

**8-14-27 REPORT OF NON-CASE RECEIPTS – JUSB0228**

List of receipts that were not attached to a case.

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

**8-14-28 STATISTICAL REPORT – C/T/J DISPOSITIONS – JUSB3478**

List of dispositions for felonies, misdemeanors, traffic, and juvenile cases, based on the disposition type. The report also lists a count of appeals from trial court that were disposed during the month. (RPTCRDSP)

**PAPER RECORD: Dispose of after 1 year.**<sup>3</sup>

**8-14-29 SUBMITTED ACTIONS REPORT – JUSB0221 (On Demand Report – RPTSUBM)**

List of all cases where an action has been taken under advisement by a judge and age, in days, case has been under advisement.

**PAPER RECORD: Dispose of after 1 year.**<sup>3</sup>

**8-14-30 TIME STUDY REPORT FOR MONTH END – SUMMARY – JUSB4010**

Summary of prior month's IV-D and Non IV-D Activity.

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

**8-14-31 UNBORN CHILD REPORT – JUSB4523**

List of cases where dependent's sex code equals U-Unborn. (RPTUNBRN)

**PAPER RECORD: Dispose of after 1 year.**<sup>3</sup>

**8-14-32 WEIGHTED CASELOAD REPORT – JUSB3473**

List of dispositions and reopened reasons by case type.

**PAPER RECORD: Dispose of after 1 year.<sup>3</sup>**

**8-15 JUSTICE REPORTS – WEEKLY**

**8-15-1 HOLDING ACCOUNT REPORT – JUSB4525**

List of all cases that have had money receipted into 999 holding.

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

**8-15-2 OVERDUE CASE ACCOUNT REPORT – JUSB3470**

List of all overdue amount(s) by case and by party. Overdue Amount will include all fees and fines. Any judgments for CR/TR/JV cases types are also included.

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

**80-5 JUVENILE RECORDS (TRANSFERRED SCHEDULE 80-JUVENILE COURTS)**

**8-16 MENTAL HEALTH RECORDS**

**8-16-1 MENTAL HEALTH CASE FILES**

Includes affidavits of mental illness, commission of physician, warrant of arrest, certificate of acceptance for treatment and warrant of admission.

**Dispose of after 20 years.**

**8-16-2 MENTAL HEALTH DOCKET (MENTAL HEARING RECORD)**

Includes Board Minutes, including name of individual committed, name of examining physician, attorney's name, and name of clerk of court, witness' testimony and testimony of State Hospital.

**ORIGINAL RECORD: Retain permanently OR microfilm and destroy originals.**

**SECURITY MICROFILM: Transfer to the State Archives.**

**MICROFILM WORK COPY: Retain permanently.**

**8-16-3 VOLUNTARY COMMITTAL RECORDS**

Includes notices of dismissal of voluntary patients. Used to compile hospital charges to county for indigent patients.

**Dispose of 2 years after dismissal.**

**8-17 MISCELLANEOUS RECORDS**

**8-17-1 ANNUAL REPORTS (OBSOLETE 2004)**

Includes county official's annual fiscal report, originals of clerk of the district court reports, and fee reports to county treasurer.

**ORIGINAL RECORD: Retain one copy permanently. Transfer one copy to the State Archives when report is issued.**

**ALL OTHER COPIES: Dispose of other copies at clerk's discretion.**

**8-17-2 BANK RECEIVERSHIPS (OBSOLETE 2004)**

This record may include information on declaration of insolvency, notice of insolvency, inventory, and certificate of preparing inventory, proof of publication, notice of file claims, receiver's reports, and bank names.

**Transfer to the State Archives when no unfinished matter is pending.**

**8-17-3 SHERIFF'S JAIL REPORT (OBSOLETE 2004)**

Annual report filed with the court giving reasons for inmates' commitments, dates, number of prisoners, etc.

**Dispose of after 2 years, subject to review by the State Archives for possible accession.**

**8-17-4 WIRETAP RECORDS (Juvenile Records-See Schedule 80)**

Applications, Orders, Oaths or Affirmations, Statements of Procedures, Extensions, wire or tape recording, and judges' reports. See Neb. Rev. Stat §86-705 (8), 1943.

**Dispose of one year after the date when the records of the court show no unfinished matter is pending in the action.**

**8-18 STATE TAX SUITS (OBSOLETE 2004)**

**8-18-1 CASE FILES (OBSOLETE 2004)**

Includes affidavits of publication and final notice of sale.

**ORIGINAL RECORD: Retain permanently OR microfilm and destroy originals.**

**SECURITY MICROFILM: Transfer to the State Archives.**

**MICROFILM WORK COPY: Retain permanently.**

**8-18-2 CONFIRMATION RECORD (OBSOLETE 2004)**

Records confirmation of the sale of real property for settlement of tax debt.

**ORIGINAL RECORD: Retain permanently OR microfilm and destroy originals.**

**SECURITY MICROFILM: Transfer to the State Archives.**

**MICROFILM WORK COPY: Retain permanently.**

**8-18-3 FINAL NOTICE RECORD (OBSOLETE 2004)**

Records tract and final notice (demand satisfaction of debt by specific date). Failure results in Confirmation of Sale.

**ORIGINAL RECORD: Retain permanently OR microfilm and destroy originals.**

**SECURITY MICROFILM: Transfer to the State Archives.**

**MICROFILM WORK COPY: Retain permanently.**

**8-18-4 INDEX TO STATE TAX SUITS (OBSOLETE 2004)**

Records tract and location in the DOCKET.

**ORIGINAL RECORD: Retain permanently OR microfilm and destroy originals.**

**SECURITY MICROFILM: Transfer to the State Archives.**

**MICROFILM WORK COPY: Retain permanently.**

**8-18-5 STATE TAX SUITS (OBSOLETE 2004)**

Records attorneys, tracts, filings, orders, locations in court, journals, fees, and appropriate dates.

**ORIGINAL RECORD: Retain permanently OR microfilm and destroy originals.**

**SECURITY MICROFILM: Transfer to the State Archives.**

**MICROFILM WORK COPY: Retain permanently.**

## **8-19      AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING**

Unless specifically prohibited under a separate record series listing, all records of the court 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.

Records Management Division  
440 S 8<sup>th</sup> Street  
Suite 210  
Lincoln, NE 68508-2294  
(402) 471-2559

## **DELETED RECORDS**

- 8-2-1      ASSIGNMENTS, RECORDS OF (OBSOLETE 1952)**
- 8-4-5      REWARDS (OBSOLETE 1968)**
- 8-8-1      DECLARATION OF INTENTION (OBSOLETE 1954)**
- 8-8        NATURALIZATION RECORDS (OBSOLETE 1954)**
- 8-8-2      PETITION FOR CITIZENSHIP (OBSOLETE 1929)**

## **TRANSFERRED RECORDS**

- 8-5        JUVENILE RECORDS to 80-4**
- 8-1-5      EXCEPTIONS, BILLS OF (*Juvenile Cases Only*) to 80-1-1**
- 8-1-6      EXHIBITS (*Juvenile Cases Only*) to 80-1-2**
- 8-5-1      INVESTIGATIONS to 80-4-2**
- 8-5-2      JUVENILE COURT JOURNAL to 80-4-6**
- 8-5-3      JUVENILE CASE FILES to 80-4-4**
- 8-5-4      JUVENILE COURT DOCKET SHEETS to 80-4-5**
- 8-5-5      JUVENILE CASE DOCKETS to 80-4-3**
- 8-5-6      MINUTE BOOKS OF JUVENILE COURT to 80-4-8**
- 8-7-4      WIRETAP RECORDS (*Juvenile Cases Only*) to 80-1-3**

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**NOTE**

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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.*

2. *Pursuant to Neb. Rev Stat. §25-2209: "The clerk of the district court shall keep records to be called the appearance docket, the trial docket, the journal, the complete record, the execution docket, the fee book, the general index, and the judgment index. Such records may be compiled, filed, and maintained on a computer system. Effective not later than October 1, 1992, provision for dockets and records of the district courts shall be established by rule of the Supreme Court. The journal and complete record may be compiled and filed on microfilm. The recording of all instruments by the roll form of microfilm may be substituted for the method of recording instruments in books. If this method of recording instruments on microfilm is used, a security copy on silver negative microfilm in roll form must be maintained and filed off premises under safe conditions to insure the protection of the records. The internal reference copies or work copies of the instruments recorded on microfilm may be in any photographic form to provide the necessary information as may be determined by the official in charge, and shall meet the microfilm standards as prescribed by the State Records Administrator."*

3. *Electronic Records: The JUSTICE computer system contains the official index and records of the court. These electronic records are kept permanently. Courts are instructed to perform backup of computer records daily, or monthly depending upon system usage, etc. These backups may be disposed of after a subsequent backup is performed.*

# 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>About a pickup load</b>	<b>50 Cu. Feet</b>	<b>7,500 lbs</b>	<b>748,638</b>	<b>14 Gb</b>