

# **Schedule 83**

# **BOARD OF ENGINEERS AND ARCHITECTS**

**November 12, 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**

SCHEDULE
<b>83</b>
AGENCY, BOARD OR COMMISSION <b>BOARD OF ENGINEERS AND ARCHITECTS</b>
DIVISION, BUREAU OR OTHER UNIT
<b>Supersedes Edition of September 6, 1991</b>

**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>Jon Wilhel</i>	
TITLE <i>EXECUTIVE DIRECTOR</i>	DATE <i>29 OCT 2010</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>Gayle Kociteng</i>	DATE <i>11/4/2010</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>Diana Haffner</i>	DATE <i>11/9/10</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. Luce</i>	DATE <i>November 12, 2010</i>
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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 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**

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## **SCHEDULE 83 – BOARD OF ENGINEERS AND ARCHITECTS**

### **83-1            CERTIFICATES OF AUTHORIZATION APPLICATIONS**

#### **83-1-1            AUTHORIZATION APPLICATIONS**

Files which may include but are not limited to an application completed by an organization for authorization to practice or offer to practice engineering and/or architecture in Nebraska (NE Rev. Stat. §81-3436). Records are contained in the agency database and paper files.

**ORIGINAL RECORD: Dispose of 2 years after expiration or when no longer of administrative value as determined by the Executive Director, whichever is later, provided audit has been completed.<sup>1</sup>**

**DATABASE RECORD: Dispose of 2 years after expiration or when no longer of administrative value as determined by the Executive Director, whichever is later, provided audit has been completed.<sup>1</sup>**

#### **83-1-2            CHANGE NOTICES**

Notices of change(s) received on an organization's original certificate of authorization which may include, but is not limited to: contact information, Engineer and/or Architect in charge, or change in the organization's officers.

**File in AUTHORIZATION APPLICATIONS, (Schedule 83).**

#### **83-1-3            RENEWALS**

Biennial renewal notices sent to organizations holding a current certificate of authorization and returned with payment.

**File in AUTHORIZATION APPLICATIONS, (Schedule 83).**

### **83-2            COMPLIANCE/INVESTIGATION RECORDS**

#### **83-2-1            COMPLIANCE/INVESTIGATION FILES**

Files established as a result of receiving notice of possible infraction of the Engineers and Architects Regulation Act. Files may include but are not limited to the original complaint, correspondence between the complainant and/or respondent, resolution and/or consent orders related to the complaint. Records are contained in paper file. Summary may be contained in the agency database.

**ORIGINAL RECORD: Dispose of 5 years after date of final decision or when no longer of administrative value as determined by the Compliance Officer, whichever is later. *If the Respondent is licensed in Nebraska, a copy of the final decision is to be retained in the licensee's ENGINEERS/ARCHITECTS PROFESSIONAL FILE, (Schedule 83).***

**DATABASE RECORD: Dispose of after 20 years or when no longer of administrative value as determined by the Compliance Officer, whichever is later.**

### **83-2-2 FORMAL HEARING FILES**

Records of contested cases heard in accordance with Title 53, Nebraska Administrative Code, Chapter 4 of the Nebraska Department of Justice.

**ORIGINAL RECORD: Dispose of after 20 years or after no longer of administrative value as determined by the Compliance Officer, whichever is later.**

**COPY FINAL ORDERS: Retain one (1) copy and dispose of after 50 years. *If the Respondent is licensed in Nebraska, a copy of the 'final orders' is to be filed in the licensee's ENGINEER/ARCHITECTS PROFESSIONAL FILE, (Schedule 83).***

### **83-3 DATABASE DISASTER RECOVERY DATA**

Data (records) from the agency's licensing database are copied to back-up on the agency's server by the agency Information Technology (IT) staff for the purpose of disaster recovery preparation. The data is used for system restoration in the event of a disaster or system failure. Disaster recovery back-ups are never to be used or considered for records access or management purposes.

**HOURLY: Erase after 2 days.**

**DAILY: Erase after 14 days.**

**WEEKLY: Erase after 60 days.**

**MONTHLY: Backed up to electronic media and disposed of after 2 years.**

### **83-4 ENGINEERS/ARCHITECTS PROFESSIONAL RECORDS**

#### **83-4-1 CONTINUING EDUCATION AUDITS**

Files established each renewal period of professional engineers and architects who have been randomly selected for Continuing Education (CE) audits. Files may include, but are not limited to: logs, copies of course completion certificates, auditor's evaluation and any related correspondence.

**ORIGINAL RECORD: Dispose of after completion of CE audit.**

**AUDITOR'S EVALUATION: File 1 copy in individual's ENGINEERS/ARCHITECTS PROFESSIONAL FILE, (Schedule 83).**

#### **83-4-2 ENGINEERS/ ARCHITECTS PROFESSIONAL FILES**

Individual files of Nebraska licensed professional engineers and architects currently licensed in the state. The file may include, but is not limited to: applications, online application summary, intern documentation, correspondence, college transcript, reference replies, exam results, interview rating sheets and any other related documentation. Records are contained in the agency database and paper files.

**ORIGINAL RECORDS:**

**DECEASED STATUS: Scan to a WORK FILE 2 years after death notification and dispose of after image verification.**

**NONRENEWABLE STATUS: Scan to a WORK FILE after 5 years and dispose of after image verification.**

**DATABASE RECORD: Dispose of after 100 years or when no longer of administrative value as determined by the Executive Director, whichever is later, provided audit has been completed.<sup>1</sup>**

**ELECTRONIC WORK FILE: Dispose of after 20 years or when no longer of administrative value as determined by the Executive Director, whichever is later.**

### **83-4-3 REINSTATEMENT APPLICATIONS**

Application or online application summary completed by an applicant whose license to practice engineering or architecture has expired and is in a NONRENEWABLE status. Files may include but are not limited to affidavits, continuing education logs and correspondence. Records are contained in the agency's database and paper files.

**ORIGINAL RECORD: File application, logs and affidavits in**

**ENGINEERS/ARCHITECTS PROFESSIONAL FILES, (Schedule 83).**

**CONTINUING EDUCATION SUPPORT DOCUMENTS: Dispose of after board approval of reinstatement or as determined by the Compliance Officer, whichever is later.**

### **83-4-4 RENEWALS NOTICE/RECEIPTS (FORMERLY RENEWAL NOTICE RECEIPTS)**

Renewals for professional and emeritus engineers and architects. Most renewals are done online, but it can be done via paper. The online information is imported into the database. A paper renewal and/or payment report is printed. These records are retained for financial audit purposes only; they do not become part of the licensee's professional file. Any information changes are done manually and a comment is added in the database.

**PAPER RECORDS: See ACCOUNTS RECEIVABLE, (Schedule 124).**

**DATABASE RECORD: Dispose of after 3 years, or when no longer administrative value as determined by the Executive Director, whichever is later, provided audit has been completed.<sup>1</sup>**

### **83-5 EXAMINEE APPLICATION FILES (FORMERLY EIT/AIT APPLICANTS FILE, FAILED)**

Files established by an individual to begin either the engineering exams or architect registration exam process. The file contains a form filled out by the applicant or online application summary and may also include but is not limited to correspondence, and supporting documents. Records are contained in the agency database and in paper files.

#### **83-5-1 DEFERRED FILES**

An individual's application file which has been deferred by the Board until all examination prerequisites have been met.

**ORIGINAL RECORD: Scan to WORK FILE 5 years after last contact from applicant or deferment date, whichever is later, and dispose of after verification of images, provided audit has been completed.<sup>1</sup>**

**DATABASE RECORD: Dispose of after 10 years or when no longer of administrative value as determined by the Executive Director, whichever is later, provided audit has been completed.<sup>1</sup>**

**ELECTRONIC WORK FILE: Dispose of after 10 years or when no longer of administrative value as determined by the Executive Director, whichever is later.**

### **83-5-2 DENIED FILES**

An individual's application file which has been denied by the Board to begin the exam process in Nebraska.

**ORIGINAL RECORD: Scan to WORK FILE 5 years after last contact from applicant and dispose of after verification of images, provided audit has been completed.<sup>1</sup>**

**DATABASE RECORD: Dispose of after 10 years or when no longer of administrative value as determined by the Executive Director, whichever is later, provided audit has been completed.<sup>1</sup>**

**ELECTRONIC WORK FILE: Dispose of after 10 years or when no longer of administrative value as determined by the Executive Director, whichever is later.**

### **83-5-3 EXAM PASSED FILES**

Files showing the applicant has taken and passed either of the engineering exams or all sections of the architecture exams. Exams may include, but are not limited to Architect Registration Exam (ARE), Fundamentals of Engineering (FE), and Principals and Practices of Engineering (PE).

**FE CERTIFIED: File in individual's ENGINEERS/ARCHITECT PROFESSIONAL FILE, (Schedule 83), provided audit has been completed.<sup>1</sup>**

**ARE/PE NOT COMPLETE: Scan to WORK FILE 5 years after last contact and dispose of after verification of images, provided audit has been completed.<sup>1</sup>**

**FE EXAM PASSED: Scan to WORK FILE 10 years after last contact from applicant and dispose of after verification of images, provided audit has been completed.<sup>1</sup>**

**DATABASE RECORD: Dispose of after 100 years or when no longer administrative value as determined by the Executive Director, whichever is later, provided audit has been completed.<sup>1</sup>**

**ELECTRONIC WORK FILE: Dispose of after 20 years or when no longer administrative value as determined by the Executive Director, whichever is later.**

### **83-5-4 EXAM PHASE FILES**

Files for which the applicant has been approved to begin either the engineering or architecture exams, but have not completed or passed the exams. Exam Phase files may include, but are not limited to: Architect Registration Exam (ARE), Fundamentals of Engineering (FE), and Principals and Practices of Engineering (PE).

**ORIGINAL RECORD: Scan to WORK FILE 5 years after last contact from applicant and dispose of after verification of images, provided audit has been completed.<sup>1</sup>**

**DATABASE RECORD: Dispose of after 5 years or when no longer of administrative value as determined by the Executive Director, whichever is later, provided audit has been completed.<sup>1</sup>**

**ELECTRONIC WORK FILE: Dispose of after 5 years or when no longer of administrative value as determined by the Executive Director, whichever is later.**

### **83-5-5 INACTIVE FILES**

An individual's application file in which all required documentation has not been received.

**ORIGINAL RECORD: Scan to WORK FILE 5 years after last contact from applicant and dispose of after verification of images, provided audit has been completed.**

**DATABASE RECORD: Dispose of after 10 years or when no longer of administrative value as determined by the Executive Director, whichever is later, provided audit has been completed.**

**ELECTRONIC WORK FILE: Dispose of after 10 years or when no longer of administrative value as determined by the Executive Director, whichever is later.**

**83-6**            **EXAMINATION RESULTS MATERIAL (FORMERLY EXAMINATION PROCEDURAL MATERIAL AND RESULTS)**

May include results of NCEES (National Council of Examiners for Engineers and Surveyors) and NCARB (National Council of Architectural Boards) examinations, examination results tabulated by the Nebraska Board of Examiners for Professional Engineers and Architects, examination questions, solution booklets, and answer keys.

**ORIGINAL RECORD: Scan to WORK FILE 15 years after examination date.**  
**ELECTRONIC WORK FILE: Dispose of after 100 years, or when no longer of administrative value, as determined by the Executive Director, whichever is later.**

**83-7**            **INTERN FILES (FORMERLY EIT/AIT FILE)**

Files for individuals who have been certified as an Engineer Intern (EI) or have enrolled in the architecture intern program, but not started the architect registration exam process. Files may include, but are not limited to: the application, correspondence or supporting documentation, or debt reimbursement request. Records are contained in the agency's database and in paper files.

**EI INTERN RECORD:**

**PE EXAM OR PROFESSIONAL APPLICATION RECEIVED: File in individual's PRINCIPLES AND PRACTICE OF ENGINEERING (PE) FILES or ENGINEERS/ARCHITECTS PROFESSIONAL FILES, (Schedule 83).**

**NO PE EXAM or PROFESSIONAL APPLICATION RECEIVED: Scan to WORK FILE 10 years after last contact from intern and dispose of after verification of images.**

**ARCHITECT INTERN RECORD:**

**ARE OR PROFESSIONAL APPLICATION RECEIVED: File in individual's ARCHITECT REGISTRATION EXAM (ARE) FILE or ENGINEERS/ARCHITECTS PROFESSIONAL FILES, (Schedule 83).**

**NO ARE or PROFESSIONAL APPLICATION RECEIVED: Scan to WORK FILE 5 years after last contact from intern and dispose of after verification of images.**

**IDP REIMBURSEMENT REQUEST:**

**ORIGINAL RECORD: See ACCOUNTS PAYABLE (Schedule 124).**

**COPY: File in individual's INTERN FILE, (Schedule 83).**

**DATABASE RECORD: Dispose of after 100 years or when no longer of administrative value as determined by the Executive Director, whichever is later, provided audit has been completed.<sup>1</sup>**

**ELECTRONIC WORK FILE: Dispose of after 20 years or when no longer of administrative value as determined by the Executive Director, whichever is later.**

**83-8**            **HISTORICAL FILES**

A variety of documents and other items which pertain to the history of the Board as determined by the Executive Director.

**Retain permanently.**

**83-9            PROFESSIONAL LICENSE APPLICATION FILES  
(FORMERLY ENGINEERS/ARCHITECTS APPLICANTS  
FILE, INCOMPLETE)**

File established by an individual to begin the licensing process in the State of Nebraska with the Board and contain a form completed by an individual.

**83-9-1            APPLICATION FILES**

Files may contain, but are not limited to: correspondence and supporting documentation requested by the Board. Files may consist of, but not limited to: approved, deferred and denied files. Records are retained in the agency database and in paper files.

**APPROVED: File in individual's ENGINEERS/ARCHITECTS PROFESSIONAL FILE, (Schedule 83).**

**DEFERRED/DENIED:**

**ORIGINAL RECORD: Scan to WORK FILE 5 years after last contact from applicant and/or deferment date, and dispose of after verification of images, provided audit has been completed.<sup>1</sup>**

**DATABASE RECORD: Dispose of after 10 years, or, when no longer administrative value, as determined by the Executive Director, whichever is later, provided audit has been completed.<sup>1</sup>**

**ELECTRONIC WORK FILE: Dispose of after 10 years, or, when no longer of administrative value, as determined by the Executive Director, whichever is later.**

**83-9-2            INACTIVE FILES**

An individual's application file in which all required documentation has not been received.

**ORIGINAL RECORD: Scan to WORK FILE 5 years after last contact from applicant and dispose of after verification of images, provided audit has been completed.<sup>1</sup>**

**DATABASE RECORD: Dispose of after 10 years, or, when no longer of administrative value as determined by the Executive Director, whichever is later, provided audit has been completed.<sup>1</sup>**

**ELECTRONIC WORK FILE: Dispose of after 10 years, or, when no longer of administrative value, as determined by the Executive Director, whichever is later.**

**83-10            ROSTERS (FORMERLY COMPUTER ROSTER  
PRINTOUT REPORTS)**

Online license searches of records and public information requests received from the public on Professional Engineers and Architects. The database used for the online license searches may include, but are not limited to: license number, expiration and related information. Public roster requests may include name, address, license number and other information.

**ELECTRONIC RECORD: Dispose of after superseded.**

**PUBLIC INFORMATION REQUESTS: Dispose of after no longer of administrative value as determined by the Public Information Officer.**

## **83-11      TEMPORARY PERMIT FILES**

Files established for temporary permits issued to professional engineers and architects. Files may contain a form completed by the individual, correspondence, and supporting documents. Records are contained in the agency database and paper files.

**ORIGINAL RECORD: Dispose of 2 years after expiration of permit, or, when no longer of administrative value as determined by the Executive Director, provided audit has been completed.<sup>1</sup>**

**DATABASE RECORD: Dispose of after 20 years, or when no longer of administrative value as determined by the Executive Director, whichever is later.**

## **CONSOLIDATED RECORD**

### **83-2    CARD FILE ROSTERS**

See ENGINEERS/ARCHITECTS PROFESSIONAL FILES, (Schedule 83).

## **DELETED RECORD**

### **83-1    ANNUAL REPORTS**

See ANNUAL AND BIENNIAL AGENCY REPORTS, (Schedule 124).

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## **NOTE**

*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

<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.

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

RMA 03006D

## VOLUME ESTIMATING GUIDE

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

<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>
N/A	N/A	2,204 lbs (1 metric ton)	220,000	4.1 Gb
<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>