

Schedule 123

CITY OF LINCOLN

PUBLIC WORKS AND UTILITIES DEPARTMENT

JUNE 18, 2007

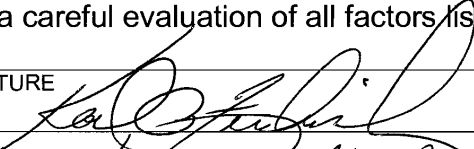
Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

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

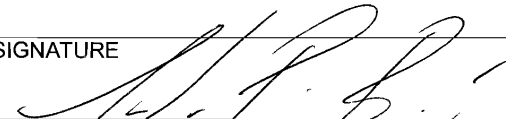
**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

SCHEDULE	123
AGENCY, BOARD OR COMMISSION	City of Lincoln
DIVISION, BUREAU OR OTHER UNIT	Public Works and Utilities Department
	Supersedes edition August 11, 2006

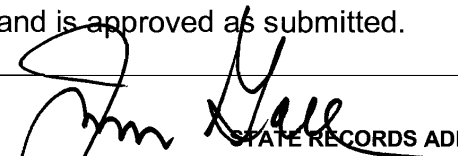
PART I -- AGENCY STATEMENT

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	<i>Director of Public Works & Utilities</i>
DATE	<i>6-13-2007</i>

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	
STATE ARCHIVES	DATE
	<i>6-15-07</i>

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	
STATE RECORDS ADMINISTRATOR	DATE
	<i>6/18/07</i>

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 Consultant 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 Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that 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 Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

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

INDEX

SCHEDULE 123 CITY OF LINCOLN PUBLIC WORKS AND UTILITIES DEPARTMENT

	Item	Page
<u>AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING</u>	123-1	8
<u>BUSINESS OFFICE</u>	123-7	20
CUSTOMER SERVICE BILLING CORRESPONDENCE	123-7-1	20
CUSTOMER SERVICE BILLINGS REGISTERS	123-7-2	20
CUSTOMER SERVICE BI-MONTHLY CUSTOMER SUMMARY REPORT	123-7-3	20
CUSTOMER SERVICE CUSTOMER INFORMATION REPORTS	123-7-4	21
CUSTOMER SERVICE ITRON REPORTS.....	123-7-5	21
CUSTOMER SERVICE TURN ON/TURN OFF CARDS	123-7-6	21
CUSTOMER SERVICE WATER PERMITS	123-7-7	21
ESTIMATES.....	123-7-8	21
IMPACT FEE APPEALS	123-7-31	23
IMPACT FEE DETERMINATIONS.....	123-7-32	23
IMPACT FEE – DIRECTED IMPACT FEE INFORMATION	123-7-33	23
IMPACT FEE – ECONOMIC DEVELOPMENT INCENTIVE PACKETS	123-7-34	24
IMPACT FEE EXEMPTION INFORMATION.....	123-7-35	24
IMPACT FEE – LOW TO MODERATE INCOME (LMI) INCENTIVE PACKETS	123-7-36	24
LANDFILL ACCOUNTS RECEIVABLE LISTING	123-7-9	21
LANDFILL STATEMENTS	123-7-10	21
LANDFILL CHARGE ACCOUNT CUSTOMER APPLICATIONS	123-7-11	21
LANDFILL TICKETS	123-7-12	21
PARKING DAILY REPORTS	123-7-13	21
PARKING SERVICE RECORDS/CREW CARDS	123-7-14	22
PARKING CREDIT CARD RECEIPTS.....	123-7-15	22
PARKING ACCOUNTS RECEIVABLE.....	123-7-16	22
PARKING MAINTENANCE LOGS	123-7-17	22
PARKING BANK RECEIPTS	123-7-18	22
PARKING PAYROLL RECORDS.....	123-7-19	22
PARKING TICKETS.....	123-7-20	22
PARKING PROJECT FILES	123-7-21	22
PARKING FINANCIAL STATEMENTS	123-7-22	22
PARKING MANAGEMENT CONTRACT FILES.....	123-7-23	22
WASTEWATER LIQUID WASTE ACCOUNTS RECEIVABLE	123-7-24	22

WASTEWATER SURCHARGE BILLINGS.....	123-7-25	23
WATER AND WASTEWATER DAILY CASH SUMMARY REPORT..	123-7-26	23
WATER AND WASTEWATER EQUIPMENT VEHICLE USAGE RECORDS	123-7-27	23
WATER AND WASTEWATER FINANCIAL STATEMENTS AND SUBLEDGERS.....	123-7-28	23
WATER AND WASTEWATER MONTHLY JOURNAL BOOK.....	123-7-29	23
WATER AND WASTEWATER WORK ORDERS.....	123-7-30	23
<u>ENGINEERING</u>	123-4	12
ADMINISTRATIVE SUBDIVISION FILES	123-4-1	12
ASSESSMENT RECORD BOOKS.....	123-4-2	12
BACKUP MAGNETIC COMPUTER TAPES	123-4-3	12
CONSTRUCTION CONTRACTS AND RECORDS.....	123-4-4	12
CONSTRUCTION CONTRACTS AND RECORDS ON MAJOR STREET WIDENING PROJECTS.....	123-4-5	13
ENGINEERING DRAWINGS	123-4-6	13
PAY ESTIMATES, PROJECT ENGINEER'S COPY	123-4-7	13
FIELD BOOKS	123-4-8	13
FORMAL PETITION BOOKS	123-4-9	13
LANDBASE RECORDS	123-4-10	13
STREET AND ALLEY VACATION FILES	123-4-11	14
SUBDIVISION FILES	123-4-12	14
TIME SHEETS	123-4-13	14
USE OF PUBLIC RIGHT-OF-WAY FILES	123-4-14	14
UTILITY COMPUTER RECORDS.....	123-4-15	14
<u>GENERAL RECORDS</u>	123-2	8
BUDGET BOOKS.....	123-2-1	8
CAPITAL IMPROVEMENT PROJECTS (C.I.P.) BOOK.....	123-2-2	8
EMERGENCY OPERATIONS PLANS	123-2-3	8
EMPLOYEE HISTORY FILE	123-2-4	8
EMPLOYEE LEAVE REQUESTS	123-2-5	8
EPA/DEQ RECORDS AND REPORTS.....	123-2-6	9
EQUIPMENT INFORMATION.....	123-2-7	9
EXECUTIVE ORDERS.....	123-2-8	9
EXPENSE STATEMENTS AND TRAVEL AUTHORIZATION.....	123-2-9	9
INTERDEPARTMENTAL CHARGES.....	123-2-10	9
MAINTENANCE SERVICE AGREEMENTS	123-2-11	9
MASTER FILES ON MAYOR AND CITY COUNCIL CORRESPONDENCE.....	123-2-12	9
MASTER READING FILES	123-2-13	9
MEETING MINUTES.....	123-2-14	10
MISCELLANEOUS SUBJECT FILES.....	123-2-15	10
PAYMENT VOUCHERS.....	123-2-16	10
PAYROLL SHEETS	123-2-17	10
PURCHASE ORDERS.....	123-2-18	10

RECORDS DISPOSITION REPORT (Blank Form).....		25
REQUISITIONS	123-2-19	10
RULES AND REGULATIONS	123-2-20	10
SAFETY MANUALS	123-2-21	10

TRANSFERRED RECORDS..... 25

<u>MAINTENANCE DIVISION</u>.....	123-3	10
BUDGET EXPENDITURE REPORTS.....	123-3-1	10
BULK FUEL RECORDS.....	123-3-2	11
CURB & PAVING CUT RECORDS.....	123-3-3	11
DAILY CREW CARDS	123-3-4	11
EQUIPMENT & SUPPLY PROCUREMENT RECORDS.....	123-3-5	11
EQUIPMENT HISTORY FILE	123-3-6	11
EQUIPMENT INVENTORY RECORDS	123-3-7	11
EQUIPMENT OPERATING COSTS RECORDS.....	123-3-8	11
MISCELLANEOUS CONTRACT FILES.....	123-3-9	11
PAYROLL DISTRIBUTION SHEETS	123-3-10	12
SUPPLY INVENTORY RECORDS	123-3-11	12

<u>WASTEWATER DIVISION</u>	123-5	14
FLOW MONITORING RECORDS	123-5-1	14
LAB RECORDS	123-5-2	14
LANDFILL CONSTRUCTION PLANS AND DOCUMENTS	123-5-3	15
LANDFILL EQUIPMENT SERVICE RECORDS	123-5-4	15
LANDFILL OPERATIONS MONITORING RECORDS	123-5-5	15
LANDFILL REGULATORY RECORDS FROM STATE AND FEDERAL AGENCIES.....	123-5-6	15
MANHOLE LOCATION RECORDS	123-5-7	15
MONTHLY OPERATIONS REPORT	123-5-8	15
NPDES DISCHARGE MONITORING REPORTS (DMR'S).....	123-5-9	15
RAW WASTEWATER PUMPING RATE AND INFLUENT FLOW RECORDS	123-5-10	15
RESIDUALS LAND APPLICATION RECORDS.....	123-5-11	16
SAFETY MEETING MINUTES.....	123-5-12	16
SANITARY ENGINEERING FIELD REPORTS.....	123-5-13	16
SANITARY SEWER INSPECTION RECORDS	123-5-14	16
SANITARY SEWER MAINTENANCE ACTIVITIES RECORDS.....	123-5-15	16
SPECIAL WASTE DISPOSAL PERMITS.....	123-5-16	16
SURCHARGE BILLING INFORMATION, CORRESPONDENCE, AND INDUSTRIAL AUDIT.....	123-5-17	16
TIME CARDS	123-5-18	16
TIME SHEETS	123-5-19	17
WASTEWATER FACILITIES RECORDS.....	123-5-20	17
WASTEWATER MAINTENANCE RECORDS.....	123-5-21	17
WASTEWATER PROJECT FILES.....	123-5-22	17

<u>WATER DIVISION</u>	123-6	17
ACCIDENT REPORTS ON EQUIPMENT	123-6-1	17
ACCIDENTS REPORTS ON PERSONNEL	123-6-2	17
BUDGET AND C.I.P. INFORMATION	123-6-3	17
FOREMAN'S MAPS	123-6-4	17
HYDRANT FLOW TESTS	123-6-5	18
HYDRANT PERMITS	123-6-6	18
INSURANCE SERVICE OFFICE REPORTS	123-6-7	18
MISCELLANEOUS SERVICE ORDERS	123-6-8	18
NPDES DISCHARGE MONITORING REPORT (DMR'S)	123-6-9	18
ORGANIZATION INFORMATION	123-6-10	18
PROPERTY FILES FOR LINCOLN/ASHLAND	123-6-11	18
REGULATORY RECORDS FROM STATE AND FEDERAL AGENCIES	123-6-12	18
SAFETY MEETING MINUTES	123-6-13	18
STUDIES	123-6-14	19
TAP RECORDS	123-6-25	19
TIME CARDS	123-6-15	19
TIME SHEETS	123-6-16	19
UTILITY BILLS	123-6-17	19
W.D.M.S. (Water Distribution Management System)	123-6-18	19
WATER ANALYSIS AND SAMPLING INFORMATION	123-6-19	19
WATER FACILITIES RECORDS	123-6-20	19
WATER PLANT OPERATING REPORTS	123-6-21	20
WATER PROJECT FILES	123-6-22	20
WATER WELL REGISTRATION	123-6-23	20
WELL RECORDS	123-6-24	20
<u>WATERSHED MANAGEMENT</u>	123-8	24
FINAL REPORTS OF ADVISORY COMMITTEE/TASK FORCE FINDINGS	123-8-1	24
LINCOLN'S ANNUAL MS4 NPDES REPORT	123-8-2	24
WATERSHED MASTER PLAN REPORTS	123-8-3	24

SCHEDULE 123 – CITY OF LINCOLN PUBLIC WORKS AND UTILITIES DEPARTMENT

123-1 AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING

Unless specifically prohibited under a separate record series listing, all records of the City of Lincoln Public Works and Utilities Department 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.

123-2 GENERAL RECORDS

123-2-1 BUDGET BOOKS

One copy of both the submitted budget and approved budget books for Public Works and Utilities to be kept on file in Management Office.

Dispose of after 10 years.

123-2-2 CAPITAL IMPROVEMENT PROJECTS (C.I.P.) BOOK

One copy of approved C.I.P. book to be kept on file in Management Office.

Dispose of after 10 years.

123-2-3 EMERGENCY OPERATIONS PLANS

Plans of action for emergency situations developed as needed by each individual division and master copy maintained by that division.

Dispose of after superseded.

123-2-4 EMPLOYEE HISTORY FILE

ORIGINAL: Responsibility of County-City Personnel Department.

DIVISION FILE: Dispose of 10 years after termination of employment.

123-2-5 EMPLOYEE LEAVE REQUESTS

Individual request approved by supervisor.

Dispose of after verification to payroll time entry, provided audit has been completed¹.

123-2-6 EPA/DEQ RECORDS AND REPORTS

May include fuel tank testing, all hazardous waste disposal reports and forms, clean-up recovery records, nuclear density gauge records, etc.

ORIGINAL: Retain permanently or microfilm and destroy originals pursuant to Item 123-1.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

123-2-7 EQUIPMENT INFORMATION

Divisional copies of repairs and expenses, insurance on equipment, surplus property, vehicle inventory.

DIVISION COPY: May be disposed of at the discretion of the division head and no Records Disposition Report is required.

123-2-8 EXECUTIVE ORDERS

ORIGINAL: Responsibility of City Clerk's Office/Finance Department.

DIVISION COPY: Non-record material. May be disposed of at the discretion of the division head and no Records Disposition Report is required.

123-2-9 EXPENSE STATEMENTS AND TRAVEL AUTHORIZATION

Divisional copies of such items as money spent on travel for training seminars, requests for approvals, etc.

May be disposed of at the discretion of the division head and no Records Disposition Report is required.

123-2-10 INTERDEPARTMENTAL CHARGES

Forms used to bill another city agency for services or supplies.

ORIGINAL: Responsibility of City Accounting/Finance Department.

123-2-11 MAINTENANCE SERVICE AGREEMENTS

Annual or regular agreements for service on things such as Cathodic Protection, Computer Software, R. J. Hansen, SCADA System, and phones.

Dispose of 2 years after agreement is superseded or item covered is replaced, abandoned, or surplus.

**123-2-12 MASTER FILES ON MAYOR AND CITY COUNCIL
CORRESPONDENCE**

All correspondence to the Mayor and City Council are maintained in the Management Office.

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

123-2-13 MASTER READING FILES

Correspondence generated by division employees and individually maintained at each division.

Dispose of after 5 years.

123-2-14 MEETING MINUTES

Division copies of minutes Public Works and Utilities support staff have transcribed. Each division is to individually keep copies of minutes it transcribed.

Dispose of after 5 years.

123-2-15 MISCELLANEOUS SUBJECT FILES

Includes such things as extra copies of documents preserved only for convenience or reference; extra copies of circulated materials of which official copies have been retained for purposes of record; etc., according to General Records for Local Government - Schedule 24 section 24-4.

Non-record material. May be disposed of at the discretion of the division head and no Records Disposition Report is required.

123-2-16 PAYMENT VOUCHERS

Responsibility of City Accounting/Finance Department.

123-2-17 PAYROLL SHEETS

Responsibility of City Accounting/Finance Department.

123-2-18 PURCHASE ORDERS

Responsibility of City Accounting/Finance Department.

123-2-19 REQUISITIONS

Responsibility of City Accounting/Finance Department.

123-2-20 RULES AND REGULATIONS

Guidelines developed as needed at each individual division and master copy maintained by that division.

Dispose of after superseded.

123-2-21 SAFETY MANUALS

Identification of safety hazards and procedures developed as needed by each individual division and master copy maintained by that division.

Dispose of after superseded.

123-3 MAINTENANCE DIVISION

123-3-1 BUDGET EXPENDITURE REPORTS

May include such reports as #11-Statement of Appropriations Status, #2-Report of Expenditures by Activity & Object, #38-Encumbrance Detail by Organization, #60-Quarterly Expenditures by Organization, #39-Statement of Reimbursements and #22-Detailed Monthly Transactions by Section.

ORIGINAL: Responsibility of City Accounting/Finance Department.

DIVISION COPY: Dispose of after 3 years, provided audit has been completed.¹

123-3-2 BULK FUEL RECORDS

Includes all records of fuel purchases and fuel sales by Equipment Management.
Dispose of after 10 years.

123-3-3 CURB & PAVING CUT RECORDS

Log of information kept on all curb and paving cut permits.
ORIGINAL: Responsibility of City Accounting/Finance Department.
DIVISION COPY: Dispose of after 5 years, provided audit has been completed.¹

123-3-4 DAILY CREW CARDS

Includes time and activities of each employee.
Dispose of after 3 years, provided audit has been completed.¹

123-3-5 EQUIPMENT & SUPPLY PROCUREMENT RECORDS

May include specifications, affidavits of publication of calls for bids, accepted and rejected bids, purchase orders and correspondence relating to the acquisition of supplies and equipment for agency use.
ORIGINAL: Responsibility of City Clerk's Office/Finance Department.
DIVISION COPY OF ACCEPTED BIDS AND RELATED INFORMATION: Dispose of 5 years after fulfillment of contract, provided audit has been completed.¹
DIVISION COPY OF REJECTED BIDS: Dispose of after 2 years, provided audit has been completed.¹

123-3-6 EQUIPMENT HISTORY FILE

Working copy of individual cost history for each piece of equipment.
Dispose of 1 year after equipment is surplusd or destroyed, provided audit has been completed.¹

123-3-7 EQUIPMENT INVENTORY RECORDS

Total record of all equipment on hand.
Dispose of after 2 years provided audit has been completed.¹

123-3-8 EQUIPMENT OPERATING COSTS RECORDS

Summary of all costs for the entire fleet broken down for each piece and class of equipment.
Dispose of after 2 years, provided audit has been completed.¹

123-3-9 MISCELLANEOUS CONTRACT FILES

May include contracts for such things as re-roofing of public works buildings, snow plowing by farmers and private contractors, snow dump areas provided by contractors in exchange for mowing in the summer months, City Mission to pick up trash on highway rights-of-way, contractors for dredging of ditches, Maintenance Division contracts, etc.
ORIGINAL: Responsibility of City Clerk's Office/Finance Department.
DIVISION COPY: Dispose of 5 years after fulfillment of contract, provided audit has been completed.¹

123-3-10 PAYROLL DISTRIBUTION SHEETS

Cost breakdown of employees' time per pay period.

Dispose of after 3 years, provided audit has been completed.¹

123-3-11 SUPPLY INVENTORY RECORDS

Includes inventory of all stocked parts purchased and used.

Dispose of after 2 years, provided audit has been completed.¹

123-4 ENGINEERING

123-4-1 ADMINISTRATIVE SUBDIVISION FILES

Review copy of plat and comments made to Planning Department.

ORIGINAL: Responsibility of County Register of Deeds Office.

DIVISION RECORDS: Dispose of after 5 years.

123-4-2 ASSESSMENT RECORD BOOKS

Record books showing breakdown of assessment costs for each district.

ORIGINAL: Responsibility of City Clerk's Office.

DIVISION COPY: Dispose of after 20 years.

123-4-3 BACKUP MAGNETIC COMPUTER TAPES

Computer aided design and drafting section generated data used to generate, track and compile computer utility records, reports, and engineering drawings.

ORIGINAL: Dispose of after 3 months or after superseded, whichever is sooner.

SECOND SET: Duplicate of original stored off-site. Dispose of concurrently with original.

123-4-4 CONSTRUCTION CONTRACTS AND RECORDS

Files including departmental information regarding Bid Contracts, Private Construction Executive Orders, Bridge and Railroad Crossing Projects. Original of signed contracts or agreements stored in City Clerk's Office.

ACCEPTED: WATER RELATED: Transfer to Water Shop 20 years after completion of project/district, provided audit has been completed.¹

WASTEWATER RELATED: Transfer to Wastewater Plant 20 years after completion of project/district, provided audit has been completed.¹

REMAINING FILES: Dispose of 20 years after completion of project/district, provided audit has been completed.¹

REJECTED/WITHDRAWN: Dispose of after 4 years, provided audit has been completed.¹

123-4-5 CONSTRUCTION CONTRACTS AND RECORDS ON MAJOR STREET WIDENING PROJECTS

Files including departmental information regarding citizen involvement, contracts, agreements, hearing notices and transcripts.

MANAGEMENT FILES: Transfer to the Project Development Coordinator after 5 years.

PROJECT DEVELOPMENT FILES: Dispose of 5 years after completion of project or transfer to Design Engineering for inclusion in a project file being bid, as referenced in 123-4-4 above.

WATER RELATED FILES: Transfer to the Water Shop 5 years after completion of project.

WASTEWATER RELATED FILES: Transfer to the Wastewater Plant 5 years after completion of project.

123-4-6 ENGINEERING DRAWINGS

Construction drawings including design drawings, shop plans, profiles, tracings for roadways, bikeways, water mains and facilities, wastewater mains and facilities, storm sewer systems, and other miscellaneous construction. Plan copies show the specific project as designed.

ORIGINAL: Microfilm after completion; dispose of originals 21 years after date of final payment on project.

DIVISION COPY: Dispose of after project completion.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

123-4-7 PAY ESTIMATES, PROJECT ENGINEER'S COPY

ORIGINAL: Responsibility of City Accounting/Finance Department.

DIVISION COPY: See 123-4-4 or 123-4-5 for disposition.

123-4-8 FIELD BOOKS

Detailed surveys for construction projects used in designing and staking of new roadways and utilities. These do not contain land surveys.

Destroy 20 years after completion of project.

123-4-9 FORMAL PETITION BOOKS

Record of Law Department approved petitions for districts and right-of-way vacations. Includes record of signed frontage for district or vacation.

Dispose of 10 years after last entry.

123-4-10 LANDBASE RECORDS

Records generated from subdivision of lots, additions to the city, right-of-way changes, and city limit changes.

ORIGINAL: Dispose of electronically stored data after superseded.

WORK COPY: Microfilm Design Engineering's original in years ending in 5; dispose of after superseded.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

123-4-11 STREET AND ALLEY VACATION FILES

Letters to the Planning Commission requesting review of proposed vacation and supporting information for vacation.

ORIGINAL: Responsibility of Planning Department.

DIVISION COPIES: Dispose of after 5 years.

123-4-12 SUBDIVISION FILES

Review copies of plans and recommendations to the Planning Department concerning City of preliminary and final plats, special permits and use permits.

ORIGINAL: Responsibility of Planning Department.

DIVISION COPIES: Dispose of 5 years after final plat.

123-4-13 TIME SHEETS

Record of time on each employee used to determine such things as payroll and project costs.

Dispose of after 3 years, provided audit has been completed.1

123-4-14 USE OF PUBLIC RIGHT-OF-WAY FILES

Department and Utility Company review correspondence and copy of application concerning the use of public right-of-way.

Dispose of after 5 years.

123-4-15 UTILITY COMPUTER RECORDS

Records generated by construction and maintenance activities relating to water, wastewater, storm sewer, and roadway systems. Records and locations are loaded into computer by agency involved.

ORIGINAL: Dispose of electronically stored data after superseded.

WORK COPY: Microfilm Design Engineering's original in years evenly divisible by 20; dispose of after superseded.

SECURITY MICROFILM: Retain permanently.

MICROFILM WORK COPY: Dispose of after superseded.

123-5 WASTEWATER DIVISION

123-5-1 FLOW MONITORING RECORDS

Records of wastewater flows at various points in the collection system used only for C.I.P. (Capital Improvement Project) studies.

Dispose of after superseded.

123-5-2 LAB RECORDS

Laboratory records including information on treatment plant operations, industrial data (including surcharges), dump station testing, etc.

Dispose of after 10 years.

123-5-3 LANDFILL CONSTRUCTION PLANS AND DOCUMENTS

Landfill construction plans and documents. Includes such things as drawings, inspections, and as-built drawings.

ORIGINAL PLANS AND DRAWINGS: Refer to 123-4-5.

FILES TRANSFERRED FROM DESIGN: Dispose of 30 years after site closure.

DIVISION COPY: Dispose of after 5 years.

123-5-4 LANDFILL EQUIPMENT SERVICE RECORDS

Preventative maintenance and repair records on landfill equipment.

Dispose of 5 years after life of equipment ends.

123-5-5 LANDFILL OPERATIONS MONITORING RECORDS

May include groundwater monitoring, gas monitoring, inspections, surface water records, waste acceptance records, etc.

Dispose of 30 years after site closure.

123-5-6 LANDFILL REGULATORY RECORDS FROM STATE AND FEDERAL AGENCIES

State or federal generated records including such things as current licensing and inspection records.

ORIGINAL: Responsibility of generating agency.

DIVISION COPY: Dispose of 30 years after site closure.

123-5-7 MANHOLE LOCATION RECORDS

Records of manhole locations.

Dispose of electronically stored data after superseded.

123-5-8 MONTHLY OPERATIONS REPORT

Recap of various data (such as primary and thickened sludge flow records, trend charts, wetwell level records, shift logs, dissolved oxygen on the aeration basin, and return activated sludge flow records) to monitor overall plant performance.

Dispose of after 5 years.

123-5-9 NPDES DISCHARGE MONITORING REPORTS (DMR'S)

Monitoring reports completed on plant operations operating under a permit to discharge wastes.

ORIGINAL: Responsibility of Department of Environmental Quality.

DIVISION COPY: Dispose of after 5 years.

123-5-10 RAW WASTEWATER PUMPING RATE AND INFLUENT FLOW RECORDS

Records of wastewater pumped through the plant for treatment during 24 hour period.

ELECTRONIC DATA: Dispose of after 10 years

123-5-11 RESIDUALS LAND APPLICATION RECORDS

May include monitoring records, lab testing data, soil testing data, inspection reports, plant tissue analysis, etc.

ORIGINAL: Retain permanently or microfilm and destroy originals pursuant to section 123-1.

SECURITY MICROFILM: Retain permanently.

MICROFILM WORK COPY: Retain permanently.

123-5-12 SAFETY MEETING MINUTES

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

123-5-13 SANITARY ENGINEERING FIELD REPORTS

Includes records such as smoke testing records, rainfall records, miscellaneous special studies.

Dispose of after 10 years.

123-5-14 SANITARY SEWER INSPECTION RECORDS

Indication of structural conditions of sanitary sewer lines and locations of taps.

VIDEO COPY: Retain permanently.

PAPER COPY: Dispose of after superseded.

123-5-15 SANITARY SEWER MAINTENANCE ACTIVITIES RECORDS

Records of customer complaints and/or investigations. May include records on line repairs, lift station maintenance, service calls, etc.

ORIGINAL: Transfer to computer and dispose of after 5 years.

DIVISION COPY: Dispose of electronically stored file after 5 years.

123-5-16 SPECIAL WASTE DISPOSAL PERMITS

Permits identifying type and amount of waste and giving approval for disposal of such waste.

ISSUED ORIGINAL: Responsibility of County-City Health Department.

PROCESSED ORIGINAL: Retain permanently or microfilm and destroy after 3 years pursuant to section 123-1.

WORKING COPIES: Non-record material. May be disposed of at the discretion of the agency head and no records disposition report is required.

SECURITY MICROFILM: Retain permanently.

MICROFILM WORK COPY: Retain permanently.

**123-5-17 SURCHARGE BILLING INFORMATION, CORRESPONDENCE,
AND INDUSTRIAL AUDIT**

Records processed to determine water and wastewater usage and billing amounts and information received or generated on surcharges.

ORIGINAL: Retain permanently.

DIVISION COPY: Dispose of 10 years after billing.

123-5-18 TIME CARDS

Original time clock or written documentation used to generate a time sheet for payroll entry. These are used by supervisors only as a data entry document.

Dispose of after information is transferred to time sheet.

123-5-19 TIME SHEETS

Record of time on each employee used to determine such things as payroll, operational and project costs.

Dispose of after 3 years, provided audit has been completed¹.

123-5-20 WASTEWATER FACILITIES RECORDS

Description of type and location of work performed on equipment or building appurtenances.

Dispose of after equipment or building appurtenances are superseded, replaced, or destroyed.

123-5-21 WASTEWATER MAINTENANCE RECORDS

Description of type and location of work performed during routine maintenance on the wastewater collection system.

ORIGINAL: Retain permanently or microfilm and destroy originals pursuant to section

SECURITY MICROFILM: Retain permanently.

MICROFILM WORK COPY: Retain permanently.

123-5-22 WASTEWATER PROJECT FILES

Documents generated and received in process of approving community sewage projects. Includes such things as letters, agreements, plans and specifications, inspection reports, payment documents, operation and maintenance records/manuals.

ORIGINAL PLANS AND DRAWINGS: Refer to 123-4-4.

FILES TRANSFERRED FROM DESIGN: Retain permanently or microfilm inspectors notes and other selected documents on mains 18" or larger. Dispose of all original files if mains are smaller than 18".

DIVISION COPIES: Dispose of after 5 years.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

123-6 WATER DIVISION

123-6-1 ACCIDENT REPORTS ON EQUIPMENT

Dispose of 5 years after equipment is surplus or replaced.

123-6-2 ACCIDENTS REPORTS ON PERSONNEL

Transfer to Employee History File after 2 years.

123-6-3 BUDGET AND C.I.P. INFORMATION

Divisional background preparation and support information for completion of submitted budget requests on such things as equipment, personnel, line items, etc.

Dispose of after 10 years.

123-6-4 FOREMAN'S MAPS

Working extract of information for field use.

Dispose of when superseded.

123-6-5 HYDRANT FLOW TESTS

Measurement of flow capacity in an area through one of the hydrants in that area at a specific point in time.

Dispose of when superseded.

123-6-6 HYDRANT PERMITS

Permits issuing temporary permission to use water via a fire hydrant.

ORIGINAL: Retain permit books permanently.

CUSTOMER SERVICE COPY: Dispose of after 1 year, provided work order is received and billed.

123-6-7 INSURANCE SERVICE OFFICE REPORTS

Inspection of hydrants, grading City for fire protection, determination of pressure and flow, etc.

Dispose of after superseded by next report.

123-6-8 MISCELLANEOUS SERVICE ORDERS

Request for service on meters, water lines, backflow preventors, etc.

ORIGINAL: Maintain in Customer Service. Dispose of after 10 years.

WATER SHOP COPY: Dispose of after 1 year.

123-6-9 NPDES DISCHARGE MONITORING REPORT (DMR'S)

Monitoring reports completed on plant operations operating under a permit to discharge wash water.

ORIGINAL: Responsibility of Department of Environmental Quality.

DIVISION COPY: Dispose of after 5 years.

123-6-10 ORGANIZATION INFORMATION

Information from/on professional organizations including AWWA of Nebraska and National, Research Foundation, WUC, NE Groundwater Foundation, Natural Resources District, NE Rural Water Association, NE Water Resources Association, Water Conservation Task Force, Water Management Task Force, etc.

Dispose of after 5 years.

123-6-11 PROPERTY FILES FOR LINCOLN/ASHLAND

Easements on transmission mains, wellfield property owned, pumping station and reservoir property owned, etc.

ORIGINALS: Responsibility of appropriate County Register of Deeds Office.

DIVISION COPIES: Dispose of after superseded or abandoned.

123-6-12 REGULATORY RECORDS FROM STATE AND FEDERAL AGENCIES

State or federal generated regulations including such things as the Clean Water Act.

Dispose of after superseded.

123-6-13 SAFETY MEETING MINUTES

Minutes of safety meetings for division and department.

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

123-6-14 STUDIES

Studies completed in conjunction with other organizations/engineers, including Platte River Water Diversion, Lower Platte Valley Water Group, Mead Groundwater Contamination, Omaha MUD Wellfields, UNL Studies, Water Rights.

Microfilm selected documents and retain permanently or dispose of as follows:

RAW DATA: Dispose of after final report or study is published (provided raw data is in appendix of report) or, if unpublished, when no longer of reference value.

FINAL REPORT: Dispose of when no longer of administrative value, subject to review by the State Archivist before disposal for possible accession.

OTHER COPIES: Dispose of when no longer of reference value.

123-6-25 TAP RECORDS

Records of locations where water and/or wastewater lines are tapped for service. Includes authorizations for tapping water mains.

Retain Permanently.

123-6-15 TIME CARDS

Original time clock or written documentation used to generate a time sheet for payroll entry. These are used by supervisors as a data entry document.

Dispose of 1 year after information is transferred to time sheet.

123-6-16 TIME SHEETS

Record of time on each employee used to determine such things as payroll, operational and project costs.

Dispose of after 3 years, provided audit has been completed¹.

123-6-17 UTILITY BILLS

OPPD, LES, and gas bills.

ORIGINAL: Responsibility of Finance Department.

DIVISION COPY: Dispose of after 10 years.

123-6-18 W.D.M.S. (Water Distribution Management System)

Unit Inventory - Mains, Fire Hydrants, Main Valves, Service Lines, Water Meters, Backflow Prevention Devices

Equipment Histories - Work Orders and Cost Information - Labor, Equipment, and Material Cost Information.

Dispose of after superseded or abandoned.

123-6-19 WATER ANALYSIS AND SAMPLING INFORMATION

Data from water wells and monitoring wells in wellfields, treatment process, distribution system. May include correspondence to different agencies regarding subject, water quality monitoring results, Lab Analysis Report for N.D.E.Q., Distribution Samples Coli-Iert results.

Retain permanently.

123-6-20 WATER FACILITIES RECORDS

Data on individual projects for Lincoln and Ashland structures, wellfields, building appurtenances, etc. May include correspondence, pay estimates, executive orders, field books, projects involved in design and construction of Lincoln's Water Treatment Plants.

Dispose of after surplus, replaced or destroyed.

123-6-21 WATER PLANT OPERATING REPORTS

Includes operating reports such as the Monthly Inventory Report, Public Water Supplier Ground Water Well Report, Daily Filter and Chemical Operation and Operation Data, Comparative Plant Operating Reports, and pumpage reports.

Dispose of after 10 years.

123-6-22 WATER PROJECT FILES

Documents generated in the process of construction and approving community water projects. Includes items such as letters, agreements, plans, specifications, inspector reports, pay documents, field books, operation and maintenance records.

ORIGINAL PLANS AND DRAWINGS: Refer to 123-4-4.

FILES TRANSFERRED FROM DESIGN: Retain permanently or microfilm inspector notes and other selected documents on all water mains. Dispose of all original files if mains are abandoned.

DIVISION COPIES: Dispose of after 5 years.

SECURITY MICROFILM: Transfer to State Archives; retain permanently.

MICROFILM WORK COPY: Dispose of after main is abandoned.

123-6-23 WATER WELL REGISTRATION

Information collected at time of a new well being drilled including well location, characteristics and registration, record of drillers assessment, wellfield permit, water well standards, pump installers contractors licensing, wellhead protection, grant requests.

Dispose of after abandonment.

123-6-24 WELL RECORDS

Electronically stored data on well history, testing, static and pumping levels.

Retain permanently.

123-7 BUSINESS OFFICE

123-7-1 CUSTOMER SERVICE BILLING CORRESPONDENCE

Autobank pay requests, power-of-attorney correspondence, customer billing complaints.

Dispose of after 5 years.

123-7-2 CUSTOMER SERVICE BILLING REGISTERS

Listing detailing customer billings.

ORIGINAL: Microfilm and retain by Data Processing Department.

DIVISION COPY: Dispose of after 2 years, provided audit has been completed.¹

123-7-3 CUSTOMER SERVICE BI-MONTHLY CUSTOMER SUMMARY REPORT

Mainframe generated report showing water usage by groups of customers and revenue generated.

Dispose of after 3 years.

123-7-4 CUSTOMER SERVICE CUSTOMER INFORMATION REPORTS

Mainframe generated reports including information on past due accounts.

Dispose of after 6 months.

123-7-5 CUSTOMER SERVICE ITRON REPORTS

ITRON generated reports showing meter reading information.

Dispose of after superseded by next cycle.

123-7-6 CUSTOMER SERVICE TURN ON/TURN OFF CARDS

Authorization card signed by customer for turning water on or off as required by City Ordinance.

Dispose of after 2 years.

123-7-7 CUSTOMER SERVICE WATER PERMITS

Permits issued giving permission to connect to City water and wastewater systems.

ORIGINAL RECORD: Scan to CD; retain permanently.

DIVISION ELECTRONIC COPY: Retain permanently.

SECURITY BACKUP COPY: Dispose of after superseded.

123-7-8 ESTIMATES

Payments made to contractors for construction projects.

ORIGINAL RECORD: Scan to CD; Responsibility of City Accounting/Finance Department; retain permanently.

DIVISION ELECTRONIC COPY: Retain permanently.

SECURITY BACKUP COPY: Dispose of after superseded.

123-7-9 LANDFILL ACCOUNTS RECEIVABLE LISTING

Monthly summary of accounts receivables by customer.

Dispose of after 2 years, provided audit has been completed.¹

123-7-10 LANDFILL STATEMENTS

Monthly recap of generated tickets by customer.

ORIGINAL: Given to customer.

DIVISION COPY: Dispose of 30 years after Landfill closure.

123-7-11 LANDFILL CHARGE ACCOUNT CUSTOMER APPLICATIONS

Application for a charge account at the city landfill containing company and vehicle information kept in customer file.

Dispose of after superseded by a signed and approved application, or when no longer an active customer.

123-7-12 LANDFILL TICKETS

Copies of daily tickets starting August 1, 1986—the date landfill fees were initiated.

ORIGINAL: Given to customer.

DIVISION COPY: Dispose of 30 years after Landfill closure.

123-7-13 PARKING DAILY REPORTS

Daily operating report by facility recapping. Maintained by Parking Operator.

Original: Dispose of after 3 years.

Division Copy: Dispose of after 3 years.

123-7-14 PARKING SERVICE RECORDS/CREW CARDS

Attendants' daily record of events such as maintenance, customer services, etc. Information used for timesheets and budget performance reports.

Original: Responsibility of Parking Operator to dispose of after 7 years.

Division Copy: Dispose of after 5 years.

123-7-15 PARKING CREDIT CARD RECEIPTS

Records of credit card payments for parking permits. Maintained

Dispose of after 3 years.

123-7-16 PARKING ACCOUNTS RECEIVABLE

Records of monthly parkers and charge account customers.

Responsibility of Parking Operator to dispose of after 1 year.

123-7-17 PARKING MAINTENANCE LOGS

A log of maintenance items for each parking facility.

Responsibility of Parking Operator to dispose of after 1 year.

123-7-18 PARKING BANK RECEIPTS

Bank deposit receipts.

City Working Copy: Responsibility of City Treasurer.

Division Copy: Dispose of after 6 months.

123-7-19 PARKING PAYROLL RECORDS

Summary sheets used to generate pay checks from Parking Operator.

Responsibility of Parking Operator to dispose of after 7 years, provided audit is completed.¹

123-7-20 PARKING TICKETS

Spent parking tickets.

Responsibility of Parking Operator to dispose of after 3 years.

123-7-21 PARKING PROJECT FILES

Original plans and drawings.

Retain permanently.

123-7-22 PARKING FINANCIAL STATEMENTS

Financial statements such as profile/loss statements and bond reporting statements.

Responsibility of City Finance Department.

123-7-23 PARKING MANAGEMENT CONTRACT FILES

Files containing contract information on request for proposals (RFP's), signed contracts, etc. for Parking Operator.

Original: Responsibility of City Clerk's Office.

Division Copy: Dispose of 4 years after contract is superseded.

123-7-24 WASTEWATER LIQUID WASTE ACCOUNTS RECEIVABLE

Accounts receivable liquid waste billings.

Dispose of after 3 years, provided audit has been completed.¹

123-7-25 WASTEWATER SURCHARGE BILLINGS

Actual bills for wastewater use sent to heavy usage customers.

ORIGINAL: Given to customer.

DIVISION COPY: Dispose of after 3 years, provided audit has been completed.¹

123-7-26 WATER AND WASTEWATER DAILY CASH SUMMARY REPORTS

Summary of previous day's cash receipts of customer billings, water and wastewater payment stubs, billing adjustments.

Dispose of after 3 years, provided audit has been completed.¹

123-7-27 WATER AND WASTEWATER EQUIPMENT VEHICLE USAGE RECORDS

Records of how a particular vehicle is used and the account number to which to charge.

Dispose of after 3 years, provided audit has been completed.¹

123-7-28 WATER AND WASTEWATER FINANCIAL STATEMENTS AND SUBLEDGERS

Financial statements and subledgers such as the general ledger, detailed income and expense records, budget reports, equipment summary, detailed general ledger, detailed budget report, work order summary, capital account summary, and accounts receivable subledger. All kept on electronic financial system.

ORIGINAL: Responsibility of City Data Processing/Finance Department.

DIVISION PAPER COPIES: Dispose of after 3 years, provided audit has been completed.¹

COM SECURITY MICROFICHE: Transfer to the State Archives; retain permanently.

COM MICROFICHE WORK COPY: Retain permanently.

123-7-29 WATER AND WASTEWATER MONTHLY JOURNAL BOOK

A journal book recording all water and wastewater journal entries posted.

Dispose of after 3 years, provided audit has been completed.¹

123-7-30 WATER AND WASTEWATER WORK ORDERS

Record of labor, equipment, materials and overhead charges incurred for a specific job.

Dispose of after 3 years, provided audit has been completed.¹

123-7-31 IMPACT FEE APPEALS

Appeal form and research notes regarding such appeal.

ORIGINAL APPEAL FORM: Responsibility of City Clerk's Office.

DIVISION FILE: Retain permanently.

123-7-32 IMPACT FEE DETERMINATIONS

Application form and backup information to initiate impact fee process.

ORIGINAL APPLICATION: Responsibility of Building and Safety Department.

DIVISION FILE: Retain permanently.

123-7-33 IMPACT FEE – DIRECTED IMPACT FEE INFORMATION

Development or annexation agreement and documentation tied to those agreements for determining repayment schedule to developers for construction of eligible infrastructure.

ORIGINAL DEVELOPMENT AND ANNEXATION AGREEMENTS: Responsibility of City Clerk's Office

DIVISION FILE: Dispose of after terms of agreement have been met.

**123-7-34 IMPACT FEE – ECONOMIC DEVELOPMENT INCENTIVE
PACKETS**

Packet of informational forms to determine performance based refund incentive of impact fees on commercial buildings which meet criteria within the specified 10 year period.

Dispose of after 10 years.

123-7-35 IMPACT FEE EXEMPTION INFORMATION

Annexation agreement and original documentation and rationale used as basis for exempt status determination.

ORIGINAL ANNEXATION AGREEMENT: Responsibility of City Clerk's Office.

DIVISION FILE: Retain permanently.

**123-7-36 IMPACT FEE – LOW TO MODERATE INCOME (LMI) INCENTIVE
PACKETS**

Packet of informational forms to determine income eligibility for refund incentive of impact fees to residential property owners, which can be applied for every 5 years.

Dispose of after 5 years.

123-8 WATERSHED MANAGEMENT

**123-8-1 FINAL REPORTS OF ADVISORY COMMITTEE/TASK FORCE
FINDINGS**

Final reports of Watershed Management sponsored advisory committees, tasks forces, etc.

ORIGINAL: Responsibility of Watershed Management

DIVISION FILE: Dispose of after 10 years.

123-8-2 LINCOLN'S ANNUAL MS4 NPDES REPORT

Annual reports for Lincoln's Municipal Separate Storm Sewer System (MS4) National Pollutant Discharge Elimination System (NPDES) Permit are submitted to Nebraska Department of Environmental Quality.

ORIGINAL: Responsibility of Nebraska Department of Environmental Quality.

DIVISION FILE: Dispose of after 10 years.

123-8-3 WATERSHED MASTER PLAN REPORTS

Final report which typically includes information on public involvement/education, watershed data collection, watershed hydrology, hydraulics, floodplain mapping, geomorphology, water quality, and potential capital improvement projects.

ORIGINAL: Responsibility of Planning Department

DIVISION FILE: Dispose of after superseded or no longer an approved component of the City/County Comprehensive Plan, subject to review by the State Archives for possible accession.

TRANSFERRED RECORDS

- 123-3-20 WEED VIOLATION NOTICE (responsibility transferred to County Weed)**
 - 123-3-21 WEED BILLING NOTICE (responsibility transferred to County Weed)**
 - 123-3-22 ASSESSED WEED BILLING NOTICE (responsibility transferred to County Weed)**
- EQUIPMENT INVENTORY (responsibility of City Auditing/Finance Department).**

NOTE

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

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH 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
------	-----------

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.)

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load	50 cubic feet