

Schedule 170-3

UNIVERSITY OF NEBRASKA BOARD OF REGENTS

ACCOUNTING RECORDS

April 5, 2011

REQUEST FOR APPROVAL
OF

SCHEDULE

170.2

PART I

Nebraska General Counsel (Print Name)

University of Nebraska
William F. Ly

of Nebraska General Counsel's Office (Print Name)

Wiltse

DATE

University
John C.
Signature

and this

schedule is approved as submitted.

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your

**SCHEDULE 170-3 – UNIVERSITY OF NEBRASKA BOARD OF
REGENTS – ACCOUNTING RECORDS**

University of Nebraska Accounting Records Retention and Disposition Schedule

Legend: CY=Calendar Year End: DecembCm

170-3-14	Accounting	General	Contracts	Contracts/Leases	E + 2Y*
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University of Nebraska Accounting Records Retention and Disposition Schedule

Legend: CY=Calendar Year End: December 31; FY=Fiscal Year End: June 30; Y=Years; E=Expiration;

LOA=Life of Asset; A=Transfer to University Archives at end of retention period;

ELECTRONIC RECORDS - retention follo

University of Nebraska Accounting Records Retention and Disposition Schedule

Legend: CY=Calendar Year End: December 31; FY=Fiscal Year End: June 30; Y=Years; E=Expira

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY Board of Regents of the University of Nebraska
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:**In accordance with the Records Management**

SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

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

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