

# **Schedule 170-3**

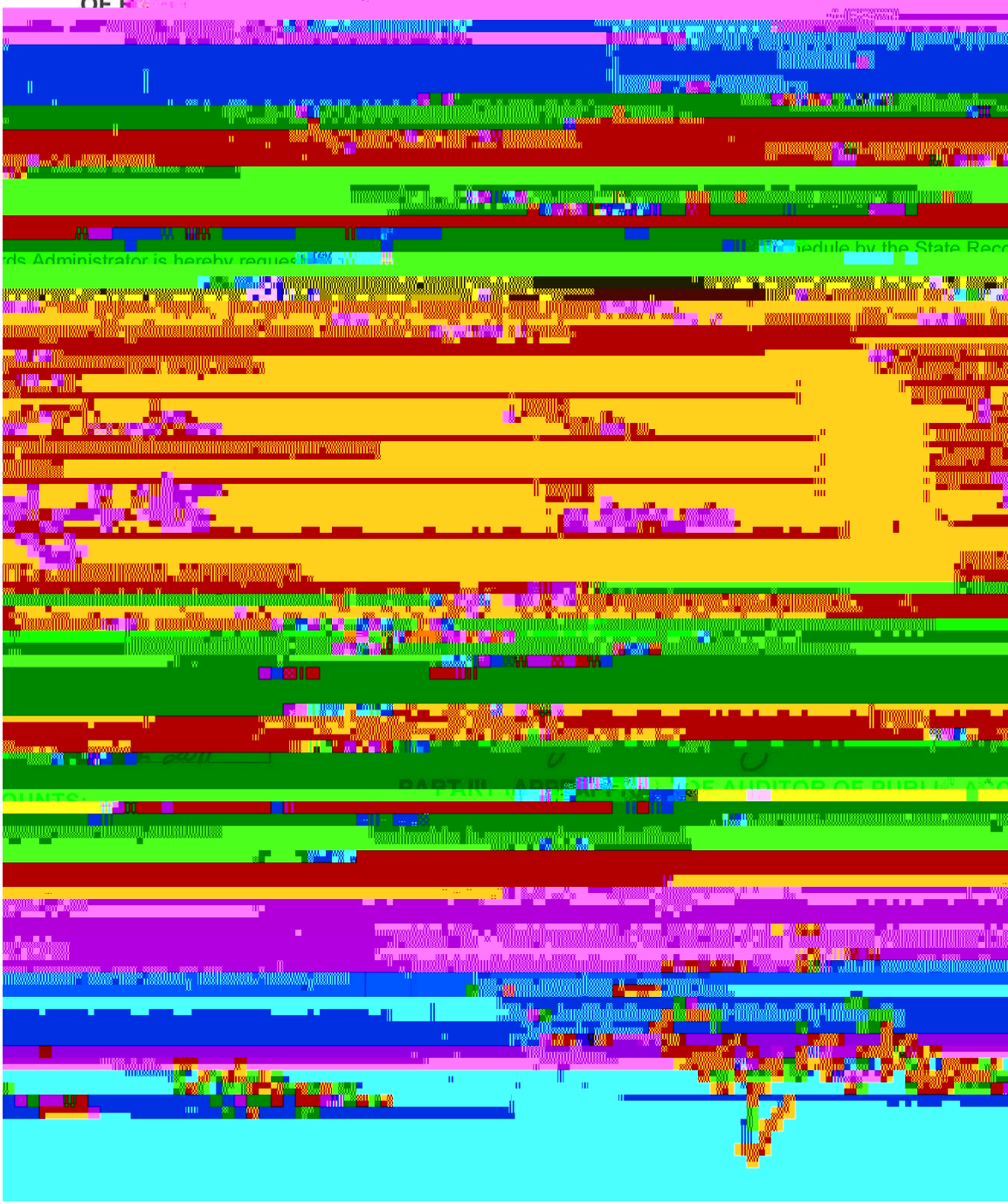
## **UNIVERSITY OF NEBRASKA BOARD OF REGENTS**

### **ACCOUNTING RECORDS**

April 5, 2011

REQUEST FOR APPROVAL  
OF [REDACTED]

SCHEDULE 170.2



## **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**

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