

Schedule 25-2

DEPARTMENT OF MOTOR VEHICLES

DRIVER & VEHICLE RECORDS DIVISION

August 26, 2014

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	SCHEDULE 25-2
	AGENCY, BOARD OR COMMISSION DEPARTMENT OF MOTOR VEHICLES
TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	DIVISION, BUREAU OR OTHER UNIT DRIVER AND VEHICLE RECORDS DIVISION
	Supersedes Edition of February 2, 2012

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>Rhonda K. Lehn</i>
TITLE	<i>Director</i>
DATE	<i>13 Aug 2014</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>Nagla Koonting</i>
DATE	<i>8/18/2014</i>

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>Dean Haefl</i>
DATE	<i>8/19/14</i>

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 D. Lee</i>
DATE	<i>8/26/14</i>

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. This retention schedule, which is approved by the State Records Administrator, provides 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** (Neb. Rev. Stat. §82-105). The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Neb. 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 2nd to 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 the Records Management Specialist in Records Management. They 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**

SCHEDULE 25-2
DEPARTMENT OF MOTOR VEHICLES
DRIVER AND VEHICLE RECORDS DIVISION
August 26, 2014

Retention requirements are for all records, regardless of the media on which they reside, unless otherwise noted.

Supersedes Edition of February 2, 2012

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
25-2-1	AFFIDAVIT OF AFFIXTURE FOR A MOBILE HOME WITH A NEBRASKA CERTIFICATE OF TITLE	Photocopy of Affidavit received from a Designated County Official.	PRIOR TO 1/1/2010: ORIGINAL RECORD: Data entry into NEBRASKA VEHICLE INFORMATION SYSTEM (NVIS) DATABASE, item 25-2-20; microfilm and destroy SECURITY MICROFILM: Transfer to State Records Center, 55 years after microfilmed MICROFILM WORK COPY: 55 years after microfilmed AFTER 1/1/2010: ORIGINAL RECORD: Data entry into NEBRASKA VEHICLE INFORMATION SYSTEM (NVIS) DATABASE, item 25-2-20. Scan and import to FileBound; dispose of after image verification ELECTRONIC IMAGE: 5 years after date scanned	<ul style="list-style-type: none"> •Nebraska Vehicle Information System (NVIS) Database, item 25-2-20, serves as index for microfilmed/scanned records •DMV Division records were microfilmed as one project and must be retained for 55 years per CFR §384.231(d)
25-2-2	APPLICATION FOR CREATION OF A SPECIALTY LICENSE PLATE DESIGN FOR ORGANIZATION	Includes but not limited to: Articles of Incorporation; By Laws; IRS rule of nonprofit, tax-exempt status; Certificate of Existence from Secretary of State; Application and correspondence.	ORIGINAL RECORD: Scan and import to FileBound; dispose of after image verification ELECTRONIC IMAGE: 50 years after date scanned	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
25-2-3	APPLICATION FOR SPECIAL LICENSE PLATES/PERMITS	Applications for special license plates/permits such as Handicapped, Ex-POW, Pearl Harbor Survivor, etc. <i>Exceptions: Message, Spirit & Organization plate applications and Demonstration, Farm Truck Tractor, Livestock Forage & Local Moving Permits.</i> Information may include, but not limited to: name of applicant(s), address, city and county, vehicle year, make, body style, color, model, etc.	EXCEPTIONS: Data entry into SPECIALTY PLATE SYSTEM DATABASE, item 25-2-23; 5 years ALL OTHER APPLICATIONS: 2/2002 THROUGH 12/2009: Data entry into HANDICAPPED PERMIT SYSTEM DATABASE, item 025-002-016 OR SPECIALTY PLATE SYSTEM DATABASE, item 25-2-23; microfilm and destroy SECURITY MICROFILM: Transfer to State Records Center; 55 years after date filmed MICROFILM WORK COPY: 55 years after date filmed AFTER 1/1/2010: Data entry into HANDICAP PERMIT SYSTEM DATABASE, item 25-2-16 OR SPECIALTY PLATE SYSTEM DATABASE, item 25-2-23. Scan and import to FileBound; dispose of after image verification ELECTRONIC IMAGE: 5 years after scan date	<ul style="list-style-type: none"> • Exceptions-Paper records only • Prior to January, 2002-Paper records • February, 2002 through December 2009-Microfilmed • January, 2010-Scanned to FileBound • DMV Division records were microfilmed as one project and must be retained for 55 years per CFR §384-231(d)
25-2-4	APPLICATIONS FOR ASSIGNED ID NUMBERS		ORIGINAL RECORD: Scan and import to FileBound; dispose of after image verification ELECTRONIC IMAGE: 50 years after scan date	
25-2-5	APPLICATIONS FOR SELF-INSURANCE	Applications and financial information, correspondence and certificates.	ORIGINAL RECORD: Scan and import to FileBound; dispose of after image verification ELECTRONIC IMAGE: 50 years after scan date	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
25-2-6	CERTIFICATES OF BONDED TITLE	Applications and accompanying documents.	<p>PRIOR TO 1/1/2010: APPLICATIONS: Data entry into NEBRASKA VEHICLE INFORMATION SYSTEM (NVIS) DATABASE, item 25-2-20; 5 years after issuance SUPPORTING DOCUMENTS: 5 years after issuance</p> <p>AFTER 1/1/2010: APPLICATIONS: Data entry into NEBRASKA VEHICLE INFORMATION SYSTEM (NVIS) DATABASE, item 25-2-20. Scan and import to FileBound; dispose of after image verification. SUPPORTING DOCUMENTS: Scan and import to FileBound; dispose of after image verification ELECTRONIC IMAGE: 5 years after scan date</p>	<ul style="list-style-type: none"> •Nebraska Vehicle Information System (NVIS) Database, item 25-2-20, serves as index for microfilmed/scanned records •Neb. Rev. Stat. §60-152 •DMV Division records were microfilmed as one project and must be retained for 55 years per CFR §384.231(d)
25-2-7	CERTIFICATES OF TITLE AND DUPLICATE TITLES	County Clerks forward one copy of each title issued. Access available by title number, name of titleholder, and numerically by vehicle identification number and make of vehicle. Includes Certification of Title, State-Owned Vehicles, copies of previous ownership instrument and accompanying documents.	<p>SECURITY MICROFILM: State Records Center; 55 years MICROFILM WORK COPY: 55 years</p>	<ul style="list-style-type: none"> •Obsolete - August 1, 2000 •DMV Division records were microfilmed as one project and must be retained for 55 years per CFR §384.231(d)
25-2-8	CERTIFICATES OF TITLE: STATE OWNED VEHICLES	Applications, copies of previous ownership, and accompanying documents.	<p>ORIGINAL RECORD: PRIOR TO 1/1/2010: 5 years AFTER 1/2/2010: Scan and import to FileBound; dispose of after image verification ELECTRONIC IMAGE: 5 years after scan date</p>	Neb. Rev. Stat. 60-152
25-2-9	DECEASED/ SURRENDERED LISTINGS	Listings used to post statuses to the TSI Database. Deceased list received from Nebraska Department of Health & Human Services, Vital Statistics. Surrendered list received from other states' Department of Motor Vehicles.	<p>SURRENDERED LIST (PAPER): Data entry into TRAFFIC SAFETY INFORMATION (TSI) DATABASE, item 25-2-25, and destroy DECEASED LIST (ELECTRONIC): Programmatically updated in TRAFFIC SAFETY INFORMATION (TSI) DATABASE, item 25-2-25, and superseded</p>	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
25-2-10	DISASTER RECOVERY BACK-UPS FOR ELECTRONIC RECORDS	The Department of Motor Vehicles utilizes the back-up and disaster recovery facilities defined and managed by the Office of the Chief Information Officer for the State of Nebraska.		See OCIO DISASTER RECOVERY BACK-UPS series, items 124-041 to 124-043
25-2-11	DMV ISSUED MOTOR VEHICLE REGISTRATIONS AND APPLICATIONS	Copies of applications and registrations issued with historical, transporter, repossession, film vehicle, boat dealer trailer and undercover license plates.	ORIGINAL RECORD: PRIOR TO 1/1/2010: Data entry into NEBRASKA VEHICLE INFORMATION SYSTEM (NVIS) DATABASE, item 25-2-20; 6 years after verification of data AFTER 1/1/2010: APPLICATION: Data entry into NEBRASKA VEHICLE INFORMATION SYSTEM (NVIS) DATABASE, item 25-2-20. Scan and import into FileBound; dispose of after image verification REGISTRATIONS: Scan and import into FileBound; 5 years ELECTRONIC IMAGE: 5 years after scan date	<ul style="list-style-type: none"> •Paper records filed in numerical order •Nebraska Vehicle Information System (NVIS) Database, item 25-2-20 serves as index for microfilmed/scanned records •Neb. Rev. Stat. §60-3,161 •DMV Division records were microfilmed as one project and must be retained for 55 years per CFR §384.231(d)
25-2-12	DRIVER RECORD REQUEST APPLICATIONS	Request forms received.	ORIGINAL RECORD: PRIOR TO 1/1/2010: 10 REQUESTS OR LESS: Microfilm and data enter date, roll number and frame number into TRAFFIC SAFETY INFORMATION (TSI) DATABASE, item 25-2-25; destroy after verification of data 10 REQUESTS OR MORE: 5 years AFTER 1/1/2010: 10 REQUESTS OR LESS: Scan and import into FileBound; dispose of after image verification 10 REQUESTS OR MORE: 5 Years ELECTRONIC IMAGES: 5 years after scan date	<ul style="list-style-type: none"> •Traffic Safety Information (TSI) Database, item 25-2-25 serves as index for microfilmed/scanned records •Neb. Rev. Stat. §60-2909 •DMV Division records were microfilmed as one project and must be retained for 55 years per CFR §384.231(d)
25-2-14	DRIVERS LICENSES/ PERMIT/ID CARDS	All driver licenses, permits and ID cards received attached to the Driver's License/Permit/ID Card Applications; received from other states' Department of Motor Vehicles; received for those individuals not suspended, revoked or canceled, and those received which are mutilated or deposited in locked storage bins.	Post status to TRAFFIC SAFETY INFORMATION (TSI) DATABASE, item 25-2-25, and dispose of after data verification	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
25-2-15	FRAUD UNIT RECORDS	Crime case files that contain evidence.	ORIGINAL RECORD: Data entry and scan into Crime Soft System; 55 years ELECTRONIC RECORD: 10 years or no longer of administrative value as determined by Administrator, Driver and Vehicle Records Division (whichever is later)	
25-2-16	HANDICAP PERMIT SYSTEM DATABASE	Includes temporary and permanent individual permits and vehicle permits.	3 years after permit has expired or no longer of administrative value as determined by Administrator, Driver and Vehicle Records Division (whichever is later)	
25-2-17	ISSUANCE CERTIFICATE	Created by Drivers License Examiners using the TSI Database and given to the applicant who then presents the Certificate to County Treasurers for issuance of a license, permit or ID Card.	PRIOR TO 12/19/2011: CERTIFICATE: Print to paper; scan to CD and destroy CD SECURITY COPY: State Records Center; 10 years CD WORK COPY: 10 years AFTER 12/19/2011: Electronically sent and imported into FileBound; 10 years after import date	<ul style="list-style-type: none"> •Prior to December 19, 2011, the County Treasurer mailed a hard copy of the certificate to the DMV •After December 19, 2011, the TSI Database system will automatically send and import an electronic image into the DMV FileBound system
25-2-18	MEDICAL/VISION RECHECK FILE	Computerized file for those individuals who require a Physical or Vision Statement to be completed in order to maintain a valid license. Data is in TSI Database.	ELECTRONIC RECORD: RECHECK NO LONGER REQUIRED BY CURRENT STATEMENT: Manually delete from Traffic Safety Information (TSI) Database STATUS OF RECORD EQUALS EXPIRED, CANCELED OR DECEASED: Traffic Safety Information (TSI) Database automatically deletes PAPER RECORD: CERTIFIED MAIL REPORT: 2 years RETURNED LETTERS: 2 years	
25-2-19	NEBRASKA VEHICLE INFORMATION SYSTEM (NVIS) AND TRAFFIC SAFETY INFORMATION (TSI) REPORTS	Error and statistical reports and materials used to audit in-house processes.	5 years	Paper and electronic records

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
25-2-20	NEBRASKA VEHICLE INFORMATION SYSTEM (NVIS) DATABASE	Includes title, certificate of title, duplicate title, application and registration data.	RENEWED REGISTRATION: Superseded PURGED RECORDS: <i>Converted annually to microfilm at end of calendar year as follows:</i> NOT RENEWED REGISTRATION: 9 months or older TITLE: Greater than 6 months old, if record marked surrendered to another state SECURITY MICROFILM (COM): Transfer to State Records Center; 55 years MICROFILM WORK COPY (COM): 55 years	<ul style="list-style-type: none"> • Database serves as index for records microfilmed and/or scanned related to this database • DMV Division records were microfilmed as one project and must be retained for 55 years per CFR §384.231(d)
25-2-21	NOTICE OF OWNER-RETAINED SALVAGE		ORIGINAL RECORD: PRIOR TO 3/2/2010: Data entry into NEBRASKA VEHICLE INFORMATION SYSTEM (NVIS) DATABASE, item 25-2-20; microfilm and destroy SECURITY MICROFILM: Transfer to State Records Center, 55 years after microfilmed MICROFILM WORK COPY: 55 years after microfilmed AFTER 3/2/2010: Data entry in NEBRASKA VEHICLE INFORMATION SYSTEM (NIVS) DATABASE, item 25-2-20. Scan and import to FileBound; dispose of after image verification ELECTRONIC IMAGE: 5 years after scan date	<ul style="list-style-type: none"> • NVIS Database, item 025-002-020 serves as index for microfilmed/scanned records • DMV Division records were microfilmed as one project and must be retained for 55 years per CFR §384.231(d)
25-2-23	SPECIALTY PLATE SYSTEM DATABASE	Includes Handicapped, Ex-POW, Pearl Harbor Survivor, Message and Spirit plate data.	3 years after plate has expired or no longer of administrative value as determined by Administrator, Driver and Vehicle Records Division (whichever is later)	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
25-2-24	TICKETS RECEIVED FROM OTHER STATES	Copy of traffic tickets received in other states by licensed Nebraska drivers.	<p>PRIOR TO 12/31/2009: Data entry into TRAFFIC SAFETY INFORMATION (TSI) DATABASE, item 25-2-25; file and dispose of per <i>Conviction/Administrative Adjudications (pages 1-5) in the attached NEBRASKA DEPARTMENT OF MOTOR VEHICLE DRIVER RECORD RETENTION SCHEDULE</i></p> <p>AFTER 1/1/2010: Data entry into TRAFFIC SAFETY INFORMATION (TSI) DATABASE, item 25-2-25; scan and import into FileBound; dispose of after image verification</p> <p>ELECTRONIC IMAGE: Dispose of per <i>Conviction/Administrative Adjudications (pages 1-5) in the attached NEBRASKA DEPARTMENT OF MOTOR VEHICLE DRIVER RECORD RETENTION SCHEDULE</i></p>	Groups of paper tickets are assigned a batch number by DMV and filed in batch number order
25-2-25	TRAFFIC SAFETY INFORMATION (TSI) DATABASE	Includes driver license, permit, ID card issuance information, citations, withdrawal actions, and accident report information and other data.	<p>ELECTRONIC RECORD: Annually convert purge records to microfilm at the end of calendar year. <i>See attached NEBRASKA DEPARTMENT OF MOTOR VEHICLE DRIVER RECORD RETENTION SCHEDULE for purge schedule.</i></p> <p>SECURITY MICROFILM (COM): State Records Center; 55 years</p> <p>MICROFILM WORK COPY (COM): 55 years</p>	<ul style="list-style-type: none"> •Prior to 1978 this record was know as the Nebraska Driver History Record (NDHR) •By the end of 1978 all required information from the paper had been data entered into this database •DMV Division records were microfilmed as one project and must be retained for 55 years per CFR §384.231(d)
25-2-26	VEHICLE RECORD REQUEST APPLICATIONS	Request forms received.	<p>PRIOR TO 1/1/2010: 5 years</p> <p>AFTER 1/1/2010: Scan and import into FileBound; dispose of after image verification</p> <p>ELECTRONIC IMAGE: 5 years after date scanned</p>	Neb. Rev. Stat. §60-2909

NEBRASKA DEPARTMENT OF MOTOR VEHICLES

DRIVER RECORD RETENTION SCHEDULE

Conviction/Administrative Adjudications

■ = pts assessed when on probation

ACD	NE Code	Points	Description	Statute	Retention Period
	AC		Accident	CDLIS	5
A20	AC1	1	Ser Inj-Drv U/Infl	60-6,198	55
A20	AC2B	12	MV Homicide-DUI	28-306	55
A20	AC2C	12	MV Hmcd-DUI 2 nd	28-306	55
	C1	0	FHWA Serious Offense	CDLIS	55
U10	C09	1	Fatality Neg CMV	60-6,186(1)(f)	55
B20	C10	1	Drv CMV Lic W/D	60-4,141.01	55
A94	C11	0	.04% Alcohol	60-4,164	55
A20	C12	6	Drv U/Infl-1st	60-6,196	55
A10	C12A	6	.10% Alcohol	60-6,196	55
A20	C12B	6	Drv U/Infl-2nd	60-6,196	55
A20	C12C	12	Drv U/Infl-3rd	60-6,196	55
A20	C12D	12	Drv U/Infl-4th	60-6,196	55
A20	C12E	12	Drv U/Infl-5th	60-6,196	55
A20	C12F	6	Drv U/Infl-.15 1st	60-6,196	55
A20	C12G	6	Drv U/Infl-.15 2nd	60-6,196	55
A20	C12H	12	Drv U/Infl-.15 3rd	60-6,196	55
A20	C12I	12	Drv U/Infl-.15 4th	60-6,196	55
A20	C12J	12	Drv U/Infl-.15 5th	60-6,196	55
A12	C13	1	Refuse Alcohol Test	60-4,164	55
A20	C14	1	Driving U/Infl Cntl Sub	60-4,168 (a)	55
A20	C14B	12	MV Homicide-DUI	28-306	55
A20	C14C	12	MV Hmcd-DUI 2 nd	28-306	55
A20	C14D	12	MV Hmcd Unbrn C-DUI	28-394	55
A20	C14E	12	MV Hmcd Unbrn -DUI -S	28-394	55
B01	C15	4	Lv Scn Ac W/I 12 Hr	60-696	55
B01	C15A	8	Lv Scn Ac R/O 12 Hr	60-696	55
B03	C15B	6	Lv Scn Acc-Inj/Dth	60-698	55
B01	C15C	6	Lv Scn Acc/Damge	60-696	55
U03	C16	0	Commit Felony MV	60-4,168 (a)	55
A50	C17	0	Commit Felony MV CSub	60-4,168 (a)	55
S15	C18	3	Spd 15/Ovr MPH Muni OR Spd 15-35 MPH Muni	60-6,186	10
S15	C18A	3	Spd Ovr 15 MPH C/S OR Spd 16-35 MPH C/S	60-6,186	10
S15	C18B	3	Spd Ovr 15 MPH NIS OR Spd 16-35 MPH NIS	60-6,186	10
S15	C18C	2	Spd 15 MPH C/S	60-6,186	10
S15	C18D	2	Spd 15 MPH NIS	60-6,186	10
S36	C18L	4	Spd Ovr 35 MPH C/S	60-6,186	10
S36	C18M	4	Spd Ovr 35 MPH NIS	60-6,186	10
M84	C19	6	Wil Reck Drv-1st	60-6,216	55
M84	C19A	6	Wil Reck Drv-2nd	60-6,217	55
M84	C19B	6	Wil Reck Drv-3rd	60-6,218	55
	C2	0	FHWA Serious Offense	CDLIS	55
M84	C20	5	Reckless Dr-1st	60-6,215	55
M84	C20A	5	Reckless Dr-2nd	60-6,217	55
M84	C20B	5	Reckless Dr-3rd	60-6,217	55
M85	C20C	3	Text While Drive CMV	60-6,179.02	55

ACD	NE Code	Points	Description	Statute	Retention Period
M86	C20D	3	H H Mobile Phone CMV	60-6,179.02	10
M42	C21	1	Impr Lane Chnge	60-6,139	10
M34	C22	1	Folw/Close	60-6,140	10
U31	C23		Violation Fatal/Acc	60-4,168 (5)	10
B57	C24	1	Drv CMV no CDL on P	60-489	10
B56	C25	1	Drv CMV no CDL	60-4,141 (1)	10
B91	C26	1	Drv CMV no Clas/End	60-4,141 (1)	10
B27	C30	1	Vio Out-of-Ser CMV	60-4,141.01	55
B19	C31	1	Vio Out-of-Ser Pas/Hz	60-4,141.01	55
M09	C40	1	Fail Obey RR Rest	60-6, 170 – 60-6, 174	10
M10	C41	1	Fail Obey RR Gts/S	60-6, 170 – 60-6, 174	10
M20	C42	1	Fail Slow Down RR	60-6, 170 – 60-6, 174	10
M21	C43	1	Fail Stop RR no/clr	60-6, 170 – 60-6, 174	10
M22	C44	1	Fail Stop RR	60-6, 170 – 60-6, 174	10
M23	C45	1	Fail Provide RR Spc	60-6, 170 – 60-6, 174	10
M24	C46	1	Fail Prvde RR u/cl	60-6, 170 – 60-6, 174	10
	DE		Defect Equipment	CDLIS	5
	DE1	1	No Headlight	60-6,219	5
	DE2	1	Defective Brakes	60-6,244	5
	DE2A	1	Fail Set Hndbrake	60-6,244	5
	DE3	1	Excess Noise/Smoke	60-6,286	5
	DE5	1	Defect Equipment		5
D70	DE5A	1	Obstruct Wndshield	60-6,256	5
	DI		Driving Under Infl	CDLIS	5
A20	DI1	6	Drv U/Infl-1st	60-6,196	55
A10	DI1A	6	.10% Alcohol	60-6,196	55
A20	DI1B	6	Drv U/Infl-2nd	60-6,196	55
A20	DI1C	12	Drv U/Infl-3rd	60-6,196	55
A20	DI1D	12	Drv U/Infl-4th	60-6,196	55
A20	DI1E	12	Drv U/Infl-5th	60-6,196	55
A20	DI1F	6	Drv U/Infl-.15 1st	60-6,196	55
A20	DI1G	6	Drv U/Infl-.15 2nd	60-6,196	55
A20	DI1H	12	Drv U/Infl-.15 3rd	60-6,196	55
A20	DI1I	12	Drv U/Infl-.15 4th	60-6,196	55
A20	DI1J	12	Drv U/Infl-.15 5th	60-6,196	55
A25	DI1M	1	Drv While Impaired	60-6,196	10
A25	DI2	1	.02 Pr Fel DUI Conv	60-6,196.01	55
A12	DI3	1	Refuse Alcohol Test	60-6,197	55
MR3	DI3B	1	Refuse Pre Test	60-6,211.02 (2)	10
	DJ		Underage .02 BAC	CDLIS	5
A60	DJ1T	0	.02 Underage D/D	60-6,211.02 (3)	90 Days
A12	DJ3R	0	Underage Refuse	60-6,211.02 (3)	120 Days
	DR		Refuse Alcohol Test	CDLIS	55
	DS		Disability	CDLIS	5
	EM		Equipment Misuse	CDLIS	5
	EM2	1	Spilling Load	60-6,179, 60-6,304, 60-6,301	5
S95	EM4	1	Exhibition Driving	60-6,195	10
E54	EM5	1	Fail to Dim Lights	60-6,224, 60-6,221	5
U04	EM6A	1	Hunt From Roadway	39-313	5
	ER		Equip Regulation	CDLIS	5
E01	ER1A	1	No Slo Veh Embl	60-6,241	5
E01	ER1B	1	No Splash Aprons	60-6,283	5
E05	ER1C	1	No Taillight	60-6,162	5
E05	ER1D	1	Driving W/O Lights	60-6,219	5
F02	ER1E	1	Child Restraint	60-6,268	5

ACD	NE Code	Points	Description	Statute	Retention Period
F03	ER1F	0	No M/C Helmet	60-4,182, 60-6,282	5
E05	ER1G	1	No Clearance Lights	60-6,235	5
	ER1H	1	No Flags or Flares	60-6,243	5
F04	ER1I	0	Occupant Protection	60-6,270	5
	ER1J	1	Intox Trans Child	28-1,254	5
	ER2A	1	Vio Use Stud Tires	60-6,250	5
	ER2B	0	Over Dimension	60-6,288	5
E55	ER2C	1	Improper Lights	60-6,225, 60-6,229	5
	ER2D	1	TV Screen Visible	60-6,287	5
	FA		Fatality	CDLIS	5
U07	FA1	12	MV Homicide	28-306	55
U07	FA1A	0	Attempt MV Homicide		55
U31	FA2		ViolationFatal/Acc	60-4,168(5)	10
A20	FA3	12	MV Hmcd Unbrn C-DUI	28-394	55
A20	FA3A	12	MV Hmcd Unbrn -DUI -S	28-394	55
	FE		Commit Felony MV	CDLIS	10
U03	FE1		Commit Felony MV	60-4,168(1) (d)	55
	FO		Follow Improperly	CDLIS	5
M34	FO1	1	Follow to Close	60-6,140	5
	FO2	1	F Cls Ped/Bic/Mbl D	60-6,133	1
M32	FO3	1	Follow Emergency V	60-6,183	5
	FR		Financial Resp	CDLIS	5
D36	FR5	0	No Proof of Ins	60-528, 60-570	5
B04	HR		Leave Scn/Evade Arr	CDLIS	5
B03	HR1	6	Lv Scn Acc-Inj/Dth	60-698	10*
B04	HR2		Hit and Run	CDLIS	10*
B01	HR2A	4	Lv Scn Acc W/I 12 Hr	60-696	10*
B01	HR2B	8	Lv Scn Acc R/O 12 Hr	60-696	10*
B04	HR2C	6	Lv Scn Acc/Damge	60-696	10*
U01	HR4	1	Flee Avoid Arrest	28-905	10
	HV		Habitual Violator	CDLIS	5
	IL		Improper Lane Use	CDLIS	5
M42	IL1	1	Impr Lane Change	60-6,139	5
M41	IL1A	1	Move Over Law	60-6,378	5
M41	IL2	1	Fail Keep Proper Ln	60-6,131, 60-6,136	5
F34	IL2A	1	Impeding Traffic	60-6,139, 60-6,193,60-6,180	5
F34	IL2B	1	Obstruct Traffic	60-6,193, 60-6,166	5
M58	IL4	1	Dr Crb/Sdwlk/Shldr	60-6,178	5
M46	IL5	1	Impr Access Ramp	60-6,143	5
IM	IM		Imminent Hazard	60-4,168.02	55
	LI		Littering	CDLIS	5
	LI1	1	Deface Rd Surface		5
MI	MI		Misrepresentation		5
DO2	MI1	1	Fraud License Application	60-487	10
F06	MR	1	Acts Declare Unlaw Motorcycle/Moped Related	60-6,307 (2)(3), 60-6,308 (6), 60-6,312 (2)(3)(5)	5
A41	MR1	1	Tam/Cir Interlock	60-6,211.05 (6)	10
A41	MR1A	1	Vio Interlock Pard	60-6,211.05 (5)	10
A41	MR1B	1	Vio Interlock Rein	83-1,127.02 (3)	10
A41	MR1C	1	Vio Interlock Rest	60-6,211.05 (7), 60-4,118.06(3)	10
	MR1D	1	Tmp W/Alchl Mon Dev	60-6,211.05 (6)	10
A41	MR1E	1	Drv W/O Interlock	60-6,211.11 (1) (a)	10
A41	MR1F	1	Tmpr/Cir Intrlk .02	60-6,211.11 (2) (b) (i)	10
A41	MR1G	1	Drv W/O Intrck .02	60-6,211.11 (2) (a) (ii)	10
A41	MR1H	1	Vio Intrlk Pard .02	83-1,127.02 (3) (b)	10
M22	MR2	1	Bus/Vio RR Stop	60-6,172	5

ACD	NE Code	Points	Description	Statute	Retention Period
M09	MR2A	1	Fail Obey RR Rest	60-6, 170 – 60-6, 174	5
	MR2B		Graffiti Offense	28-524	5
	MS		Miscellaneous	CDLIS	5
N82	MS2	1	Improper Backing	60-6,169	5
M56	MS4	1	Fire Hose/Barrier	60-6,184	5
D72	MS6A	1	Fail to Mntn Cntrl	60-6,166 (2)	5
W00	NT		Non-Traffic Vio	CDLIS	5
W00	NT1A	0	Juv Drg Violate 1 st	28-416 (18) (a) (i)	5
W00	NT1B	0	Juv Drg Violate 2 nd	28-416 (18) (a) (ii)	5
W00	NT1C	0	Juv Drg Violate Sub	28-416 (18) (a) (iii)	5
A31	NT2A	0	Minor in Poss 1 st	53-181 (1) (a)	5
A31	NT2B	0	Minor in Poss 2 nd	53-181 (1) (b)	5
A31	NT2C	0	Minor in Poss Sub	53-181 (1) (c)	5
W00	NT9	0	Juvenile Violation	43-287	5
	PA		Passing Vio	CDLIS	5
M71	PA1	1	Improper Passing	60-6,132, 60-6,137, 60-6,378	5
M75	PA3	3	Pass Stp Schl Bus	60-6,175	5
M75	PA4	3	Pass Stp Schl Bus	60-6,175(1)	5
	PO		Possession	CDLIS	5
	RK		Reckless/Crless/Neg	CDLIS	5
M84	RK1	6	Wil Reck Drv-1st	60-6,216	55
M84	RK1A	6	Wil Reck Drv-2nd	60-6,217	55
M84	RK1B	6	Wil Reck Drv-3rd	60-6,218	55
M81	RK2	4	Careless Driving	60-6,212	5
M84	RK2A	5	Reckless Dr-1st	60-6,215	55
M83	RK2B	3	Negligent Driving	60-4,182	5
M84	RK2C	5	Reckless Dr-2nd	60-6,217	55
M84	RK2D	5	Reckless Dr-3rd	60-6,217	55
F05	RK2E	1	Prmt Rider O/S V	36-140	5
M86	RK2F	3	V HH Wrls Com Dv1 st	60-6,179.01 (4) (a)	5
M86	RK2G	3	V HH Wrls Com Dv2 nd	60-6,179.01 (4) (b)	5
M86	RK2H	3	V HH Wrls Com Dv3 rd	60-6,179.01 (4) (c)	5
N80	RK4	1	Cst Dwngrd in Ntl	60-6,182	5
	RR		Required Reports	CDLIS	5
B61	RR1	1	Fail Report Acc	60-696	5
B78	RR4	0	No Lic on Person	60-489	5
	RT		Registration and Titling		
	RT1		Invalid Registration		
	RT4		Improper Plates		
	RV		Repeated Violations	CDLIS	5
	RW		Right of Way	CDLIS	5
N23	RW2	1	Fail Yld R-O-W	60-6,147, 60-6,151	5
N08	RW4	2	Fail Yld R-O-W Ped	60-6,153	5
N08	RW4A	4	Fail Yld R-O-W/Inj	60-4,182 (12)	5
	SA		Controlled Substances Act	CDLIS	5
A50	SA1		Comit Felny Cntl Sub	60-4,168 (3) (b)	55
	SC		Control Devices	CDLIS	
M08	SC1	1	Fail Obey Officer	60-6,110	5
M17	SC2	1	Violate Stop/Trfc	60-6,213, 60-6,119	5
M14	SC2A	1	Disobey Traf Device	60-6,119, 60-6,143, 60-6,144	5
M02	SC3	1	Trespass Closed Rd	60-6,115	5
M10	SC5A	1	Violate RR Sngl/Gts	60-6,171, 60-6,170, 60-6,173	5
	SC6	1	Destroy Traf Device	60-6,130	5
	SD		School Dropout Minor	CDLIS	5
	SI		Signaling Devices	CDLIS	5
N43	SI1	1	Fail to Signal	60-6,161, 60-6,162	5

ACD	NE Code	Points	Description	Statute	Retention Period
N40	SI2	1	Impr Signal	60-6,161, 60-6,162, 60-6,163	5
	SP		Speeding	CDLIS	5
S95	SP1	1	Engage Spd Contest	60-6,195	10
S94	SP2	1	Too Fast Conditions	60-6,186 (Basic Rule)	5
	SP3		Speeding	CDLIS	
S01	SP3A	1	Spd 1-5 MPH Muni	60-6,186	5
S06	SP3B	2	Spd 6-10 MPH Muni	60-6,186	5
*S06/S92	SP3C	3	Spd Ovr 10 MPH Muni OR Spd 11-15 MPH Muni	60-6,186	5
S51	SP3D	1	Spd 1-10 MPH C/S	60-6,186	5
*S06/S92	SP3E	2	Spd 11-15 MPH C/S	60-6,186	5
S15	SP3F	3	Spd Ovr 15 MPH C/S OR Spd 16-35 MPH C/S	60-6,186	5
S51	SP3G	1	Spd 1-10 MPH NIS	60-6,186	5
*S06/S92	SP3H	2	Spd 11-15 MPH NIS	60-6,186	5
S15	SP3I	3	Spd Ovr 15 MPH NIS OR Spd 16-35 MPH NIS	60-6,186	5
S16	SP3J	3	Spd Ovr 15 MPH Muni OR Spd 16-35 MPH Muni	60-6,186	5
S36	SP3K	4	Spd Ovr 35 MPH Muni	60-6,186	5
S36	SP3L	4	Spd Ovr 35 MPH C/S	60-6,186	5
S36	SP3M	4	Spd Ovr 35 MPH NIS	60-6,186	5
S96	SP4	1	Driving Too Slow	60-6,193	5
	SR		Court Requested		
	TU		Improper Turn	CDLIS	5
N50	TU3	1	Improper Turn	60-6,159, 60-6,160	5
	VR		Vio of Lic Rest	CDLIS	5
B20	VR1A	1	Dr During Revo/Imp	60-4,108	55
B20	VR1B	1	Dr During Revo-Subs	60-4,108	55
B20	VR1C	1	Dr During Revo Enh	60-6,197.06	55
B20	VR2	1	Dr During Susp	60-557, 60-4,107, 60-4,108	55
B20	VR2A	1	Dr During Susp-Subs	60-4,108	55
D29	VR4	1	Violate Lic Restr	60-4,118, 60-4,141	5
D27	VR4A	1	Violate WP	60-4,129	5
D29	VR4B	1	Violate LP/SP/POP	60-4,123 (LPD), 60-4,124 (LPE, SCP), 60-4,141 (LPC), 60-4,120.02 (POP)	5
D27	VR4C	1	Violate POP Pass Lt	60-4,120.01(3)(b)	5
D27	VR4D	1	Violate Inter Wire D	60-4,120.01(3)(c)	5
B51	VR5A	1	No Drivers License	60-484, 60-490 (Exp), 60-488 (NonRes)	5
B91	VR5B	1	Impr Lic Class	60-4,127, 60-4,141	5
	WW		Wrong Way/Side	CDLIS	5
N63	WW1	1	Wrong Way/One Way	60-6,138	5

*Retention period is 55 years if the violation is flagged "commercial", and the conviction date is greater than 4/1/92.

If a conviction has a withdrawal (suspension/revocation) it will remain on the record for 10 years from the reinstatement date; permanently if not reinstated; or the period listed, whichever is the greatest date.

The purge periods listed for the convictions are from the date of conviction, not the date of citation.

****SP3C,SP3E,SP3H, EQUALS S92 WHEN SPEED DETAIL IS AVAILABLE ONCE SPEED DETAIL IS AVAILABLE ALL WILL GO TO S92**

Administrative Withdrawals

ACD	Code	Description	Retention Period
	C5	FHWA Dis – 1 Yr	*
M10	C41	Dis/R One RR V-60D	*
M20	C42	Dis/R One RR V-60D	*
M21	C43	Dis/R One RR V-60D	*
M22	C44	Dis/R One RR V-60D	*
M23	C45	Dis/R One RR V-60D	*
M24	C46	Dis/R One RR V-60D	*
D30	C47	Dis/R App Fraud-60D	60-487 *
A94	C51	Dis/R .04-1Y	+
A20	C52	Dis/R DUI-1 Yr	+
A12	C53	Dis/R Ref Test-1 Yr	+
A20	C54	Dis/R Cntrl Sub-1 Yr	+
B01	C55	Dis/R LvScn Ac-1 Yr	+
U03	C56	Dis/R Cmt Felny-1 Yr	+
U10	C57	Dis/R CMV Neg Fa-1Y	+
B20	C58	Dis/R Dr CMV W 1Y	+
	C6	FHWA Dis – 3 Yr	+
A94	C61	Dis/R .04 Haz-3 Yr	+
A20	C62	Dis/R DUI Haz-3 Yr	+
A12	C63	Dis/R Ref T Haz-3 Yr	+
A22	C64	Dis/R Ctrl S Hz-3 Yr	+
B01	C65	Dis/R Lv Scn Hz-3 Yr	+
U03	C66	Dis/R Cmt Fe Hz-3 Yr	+
U10	C67	Dis/R CMV Neg Fa H3	+
B20	C68	Dis/R Dr CMV W H 3Y	+
	C7	FHWA Dis – Life	++
A50	C70	Dis/R Cmt Fe Sub-L	++
W40	C71	Dis/R 2nd CMV-Life	++
	C8	FHWA Dis – 60/120 D	*
W30	C80	Dis/R Two CMV-60	*
W31	C81	Dis/R Three CMV-120	*
W60	C82	Dis/R Two RR V – 120 D	*
W61	C83	Dis/R Three RR V – 1 Y	*
	C9	FHWA 24 Hour OOS	***
B27	C90	Dis/R OS-90D	***
B27	C90A	Dis/R OS-180 DY	***
W50	C91	Dis/R OS-2nd 2 YR	***
W52	C92	Dis/R OS-3rd 3 YR	***
B19	C93	Dis/R OS-Haz/P 180D	***
W51	C94	Dis/R OS-H/P Sub 3 Y	***
W70	C97	Imminent Hazard (60-4,168.02 49C.F.R. 383.52)	***
	CS	Change SOR Surrender	**
A12	DI3B	Revo-Implied Cons	*
A12	DI3C	Admin Lic Revo-Ref	***
A98	DI5	Admin Lic Revo-1st	***
A41	DI5I	Violate Interlock Restr	***
A98	DI5A	Admin Lic Revo-Sub	***
W01	DI5P	Vio Pard Brd Rein	*
W20	DS1	Recall/Cancel	*
D39	FR1A	Susp-Unsat Judg	*
D39	FR1B	Susp-DIP-Uns Jud	*
D38	FR2A	Susp-Acc	*
D38	FR2B	Susp-DIP-Acc	*

ACD	Code	Description	Retention Period
D35	FR3	Susp-Ins Can	*
D35	FR5A	Susp-No Proof FR	*
D02	MR1A	Lic Cancel-DMV	*
W14	MR1D	Lic Cancel-M/V	*
D56	RR2	Failure to Comply	*
D51	RR3	Violate Support Order	*
W01	RV2A	Revo-Points 6 Mo	*
W01	RV2B	Revo-Points 3 Yr	*
W01	RV2C	Susp-Fail Comp DRI	*
W00	NT	None Traffic W/drwl	*
W09	MR1H	Fail to Sur Haz End	U.S. Patriot Act *
	VS	Voluntary Surrender	**

*Ten Years from reinstatement date, or if not reinstated, retained permanently.

**One year from reinstatement date. (Complete record is purged if all other retention periods are met).

***Fifteen Years from reinstatement date, or if not reinstated, retained permanently.

+Fifty-five years from reinstatement date, or if not reinstated, retained permanently.

++Lifetime.

Permits

Code	Description	Retention Period
BUS	Bus Permit	1*
FHP	Farm Husbandry Permit	5*
ID	ID Card	1*
LPC	Commercial Learners Permit	2*
IIP	Ignition Interlock Permit	±
LPD	Learners Permit	1*
LPE	School Learner's Permit	1*
MHP	Medical Hardship Permit	1*
POP	Provisional Operator's Permit	3*
SCP	School Permit	1*
SEP	Seasonal Permit	2*
TPL	Temporary License	1*
WRK	Work Permit	1*

* From date of expiration

± Deleted at time of expiration

Accidents

Accidents are only extracted from the Department of Roads' files for three years, so there is no purge criteria for Nebraska accidents.

Those out-of-state accidents that are processed through CDLIS, will remain on the record for 10 years from the date of accident.

History Documents

Codes	Description	Retention Period
AFF	PDPS Affidavit	10
ANI	App No Issuance	5
APP	Application	Last 2
BIR	Birth Cert Aff	10
BUS	Bus App	2
CAN	Cancellation Ltr	10
CDL	CDL Application	Last 2
CDN	CDL App No Test	Last 2
CHG	Change App	10
CLR	Clearance Letter	5
COR	Correspondence	10
CSA	Setaside/Forf/Vac	10
CTN	POP Waiver	5
CTO	POP Waiver I	5
CTY	POP Waiver Comp	5
CTZ	POP Waiver Comp I	5
DEN	Denial App	10
DIM	Drvr Improv-Minor	5
DNL	Denial Letter	10
DRI	Drvr Improvmnt	5
EAR	Early Renewal Aff	10
EXM	Exam Correspond	10
EXT	License Extension	10
EYE	Dr Cert Eye	10
FHP	Farm Husb Permit	5
HAZ	Haz Application	15
HEX	HazMat Extension	10
ICH	Pending ICH	Deleted by FR
ID	ID Application	10
IIC	Ign Intr Prmt App	5
IIP	Ign Intr Prmt App	5
INT	Interlock	10
IPD	Pardons Interlock	55
LIC	Lic Application	Last 2
LIN	Lic App No Test	Last 2
LOG	POP Aff/Log	5
LPC	LPC Application	4
LPD	LPD Application	4
LPE	LPE Application	4
MCL	Military Card Ltr	10
MDS	Medical Statement	10
MDT	Medical/DT Report	Permanent
MHP	Med Hard Prmt App	5
MIL	Military Renewal App	10
NDR	Employer/Employee	5
NON	Non-Resident LPC	4
PDP	PDPS Correspondence	10
PHX	Photo Exemption	Permanent
PHY	Dr Cert Phy	10
POP	POP Application	5
PRE	Prev Lost Lic Aff	10
PRI	Privacy Request	Permanent
PRO	Probation Order	10

Codes	Description	Retention Period
RCL	RCDL Application	Last 2
RCN	RCDL App No Test	Last 2
REC	Recall Correspond	10
REI	Reissue App	Last 2
REQ	Drv Rec Request	5
REV	Revision App	10
ROP	Release Probation	10
RPD	Pardons Reinstate	55
S22	SR-22 Filing	4
S26	SR-26 Filing	4
SAV	SAVE Correspondence	10
SCP	SCP Application	4
SEP	SEP Application	2
SGW	Sch Bus Grnd Waiv	10
SNP	Snowmobile Permit	4
SSN	SSN Affidavit	6
SSV	SSN Verification	10
SSX	SSN Exemption	Permanent
TCO	HAZ Correspond	10
THI	3rd Pty/Grnd Waiv	10
TRA	Transcript	5
TSA	TSA Assessment	10
WRK	Emplmnt Drv Prmt	5

Driver History Records

A complete driving record is purged according to the following criteria:

Deceased Driver, Expired Driver License:

- Driver license or permit has been expired more than 1 year.
- Record does not have military card indicator, or has military card indicator and deceased status.
- No conviction, withdrawal or accident entries remain after applying purge criteria listed on pages 1-7.
- No accidents on Department of Roads' files.
- No work file attached to record.

Dummy Records:

- Date the name was added by the exam process is less or equal to June 30 of purge year.
- No license/permit expiration date.
- No conviction, withdrawal or accident entries remain after applying purge criteria listed on pages 1-7.
- No accidents on Department of Roads' files.
- No work file attached to record.

Record Marked as Surrendered:

- Record has surrendered status.
- Most recent change state surrender or voluntary surrender date is more than 1 year ago.
- No conviction, withdrawal or accident entries remain after applying purge criteria listed on pages 1-7.
- We are not the state of record for CDL.

Exam Process History:

- No history records are present. [Note: History records are purged on a monthly basis once they reach an age of 11 years (unless marked as fraud related)].

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.

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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.)

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. Feet	7,500 lbs	748,638	14 Gb