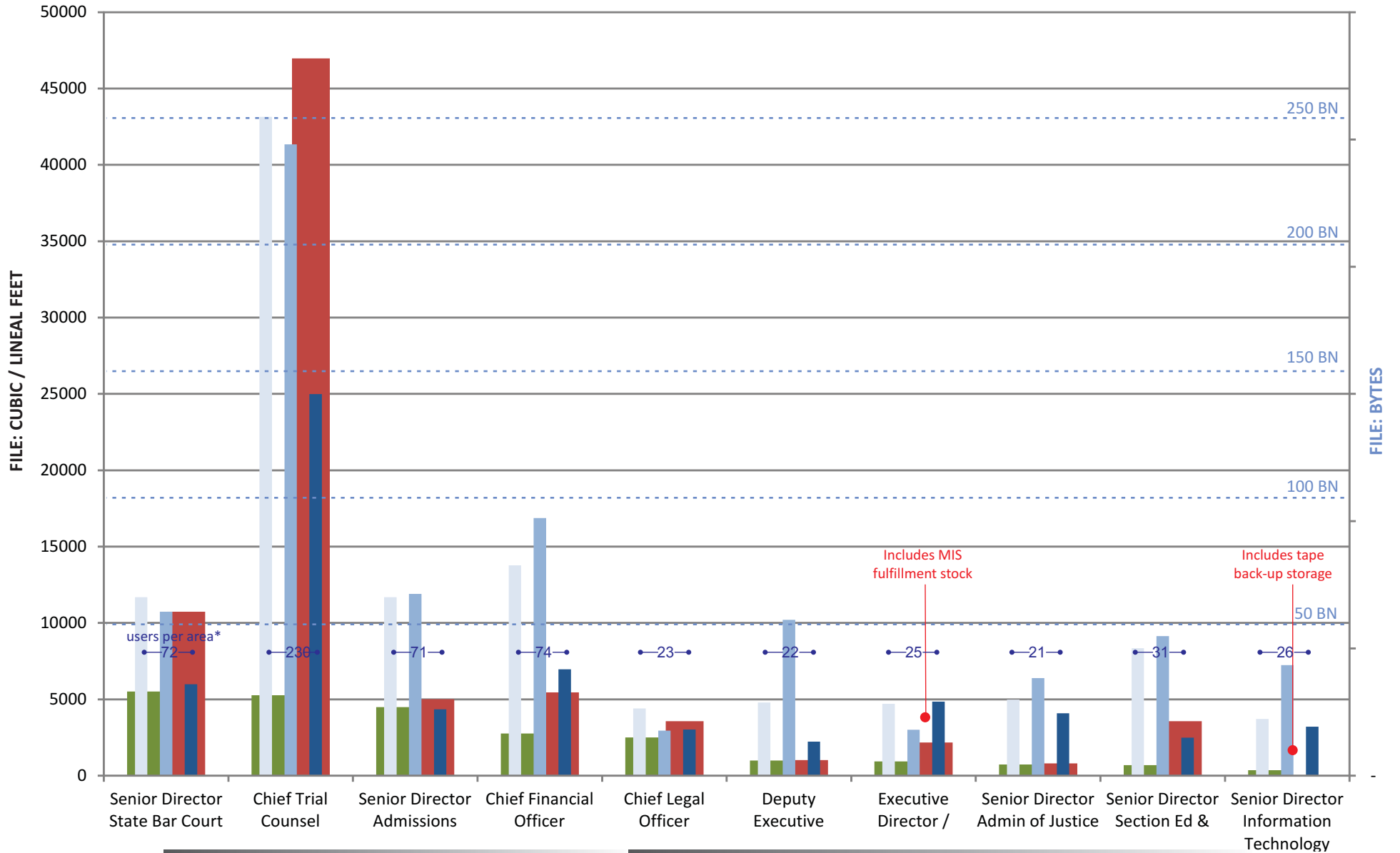


Document Summary by Senior Executive Area

300 BN



KEY

PHYSICAL FILES		ELECTRONIC FILES		
<p>■ Onsite LF</p> <p>Total lineal feet capacity in shared filing cabinets and shelving in public areas. Does not include filing space within workstations or private offices.</p>	<p>■ Offsite CF</p> <p>Total cubic feet of filing stored in offsite Document Management providers' secure storage facility.</p>	<p>■ Email</p> <p>Total bytes of all users' Email accounts + dept Email boxes. Does not include individual archived PST back-ups saved by user elsewhere.</p>	<p>■ Shared Drive</p> <p>Total bytes of departments' shared drives.</p>	<p>■ Pers H Drive</p> <p>Total bytes of all users' personal H: drives on network. Does not include files stored on local C: drives.</p>