

**Table 8****Reasons for Nonpermanent Retention of Records, by Media Type**

Reason Not to Permanently Retain	<i>f</i>	%
<b>Paper (<i>n</i> = 36)</b>		
Too costly to retain	16	44.4
Insufficient space	23	63.9
Easier to destroy	3	8.3
Records not needed	11	30.6
Convert to other medium	16	44.4
Other	5	13.9
<b>Imaged (<i>n</i> = 8)</b>		
Too costly to retain	2	25.0
Insufficient space	2	25.0
Easier to destroy	6	75.0
Records not needed	3	37.5
Imaged records needed only temporarily	6	75.0
Convert to other medium	6	75.0
Other	2	25.0
<b>Electronic (<i>n</i> = 9)</b>		
Too costly to retain	5	55.5
Insufficient space	2	22.2
Easier to destroy	8	88.9
Records not needed	8	88.9
Electronic records needed only temporarily	8	88.9
Convert to other medium	2	22.2
Other	4	44.4