

Records Holding Measurement Guide

- 3,000 letter-size sheets of paper = 1 Cubic Foot
- 1 letter-size file drawer = 1.5 Cubic Feet
- 100 (100 ft. rolls) 16mm microfilm reels = 1 Cubic Foot
- 50 (100 ft. rolls) 32mm microfilm reels = 1 Cubic Foot
- 16 magnetic tape reels = 1 Cubic Foot
- Microfiche (4000 sheets) = 1 Cubic Foot
- 1 Standard Archive Storage box = 1 Cubic Foot
- 1 letter-size lateral file 36" = 2 Cubic Feet
- 1 legal-size file drawer = 2 Cubic Feet
- 1 letter-size open shelf 15" = 1 Cubic Foot
- 1 legal-size open shelf 12" = 1 Cubic Foot

Variable bulk records = measure the height, depth, and width of the records then divide by three to get the cubic foot value.

- $h+d+w = x$ then $x/3 =$ cubic feet
- Convert between inches and feet as needed.

Examples:

- Gaylord Box: $48''+48''+48'' = 144''$ divided by 3 = 48'' which divided by 12 = 4 cu ft
- Random pile of plans (one foot high by two feet deep by three feet) wide would be $12''+24''+36'' = 72''$ $72''/3=24''/12 = 2$ cu ft