



Records Inventory List – Electronic Records

Page ____ of ____

Date: _____

Unit or Department: _____

Records Custodian: _____ Telephone Number: _____ Person Completing Inventory: _____

Location of Records	RDA SW#*	Records Description	Records Type	Inactive or Active	Volume	Date Range	Retention Period

*All RDA lists can be found on the APSU Records Management webpage

Conversion chart to calculate volume:

Magnetic Tapes and Electronic Records		
200	Cassette Tapes	1.0 cubic feet
12	Magnetic Tapes	1.0 cubic feet
1	5¼" Floppy Diskette	110 KB
1	3½" Floppy Diskette	1.44 MB
1	Standard Compact Disc (CD)	700 MB
1	Standard Digital Versatile Disc (DVD)	4.7 GB
1	Standard Blu-ray Disc (BD)	25 GB
USB Flash drives, external hard drives, and memory cards		Variable