

VOLUME ESTIMATION TABLE

Letter Size File Drawer	1.5 Cubic Feet (c.f.)
Legal Size File Drawer	2.0 c.f.
Letter Size Open Shelf - 36"	2.4 c.f.
Legal Size Open Shelf - 36"	3.0 c.f.
Records Center Box - 15"x12"x10"	1.0 c.f.
Letter Size Files - 15 Linear Inches	1.0 c.f.
Letter Size Files - 12 Linear Inches	0.8 c.f.
Legal Size Files - 12 Linear Inches	1.0 c.f.
Letter Size Copy-paper Case - 11" x 17" x 10.5"	1.2 c.f.
Legal Size Copy-paper Case - 14" x 17" x 10.5"	1.5 c.f.
11 x 17 Size Copy-paper Case - 11" x 17" x 9"	1.0 c.f.
3x5 Cards - 12 Linear Inches	0.1 c.f.
4x6 Cards - 12 Linear Inches	0.2 c.f.
5x8 Cards - 12 Linear Inches	0.3 c.f.
16 mm Microfilm - 90 Boxed Rolls	1.0 c.f.
35 mm Microfilm - 50 Boxed Rolls	1.0 c.f.
Standard Microfiche - 12 Linear Inches	0.2 c.f.
1/2" VHS Cassettes (encased) – 37 (.027 cf each)	1.0 c.f.
3/8" Audio Cassettes (encased) – 200 (.005 cf each)	1.0 c.f.
Electronic Records: Report in terms of bytes (see RM-3 instructions).	Example: 50KB, 1.4MB, 2GB

Cubic Footage Equivalency Formula

$$\frac{L \times W \times H \text{ (in inches)}}{1728} = \text{Cubic Footage}$$

(Round off to and report 1/10 of a cubic foot)