Records and Information Management Services

A Guide for the Estimation of Volume of Record and Non-Record Materials

Introduction

It may be necessary on occasion to provide an estimation of the volume of Records and Non-Record materials such as to prepare documents for disposal or transfer. The volume of such material is typically expressed in cubic feet for paper and microfilm or gigabytes for electronic files. This Guide provides standard measurements for common storage formats which can assist in the estimation of volume and conversion to standard units of measurement.

Type	Size	Volume	Cubic Feet
Box	Bankers (2000 sheets) Copier Paper Legal Bankers Long Bankers	10” x 12” x 15” 10” x 15” x 18” 10” x 15” x 24” 10” x 15” x 36”	1 1.5 2 3
Standard File Cabinet	Letter Legal	Each 15” drawer Each 15” drawer	1.5 2
Lateral File Cabinet	Letter Legal	Each 39" drawer Each 39" drawer	2.5 3
Shelf Files	Letter Legal	15" x 36" shelf 15" x 36" shelf	3 3.4
Open Shelving Files	Letter Legal	36” long 36” long	2.4 3
Rolling Recycling Bin	95 gallons, 300 pounds	28” x 25” x 42”	15
Index Cards	3" x 5" 4" x 6" 5" x 8"	12” stack 12” stack 12” stack	0.1 0.2 0.3
Microfilm	16mm x 100' 35mm x 100'	90 reels 44 reels	1 1
Microfiche	4” x 6”	12” stack	0.2
Green bar prints-outs	21" x 15"	10” stack	1
Electronic Text Files	1 gigabyte (GB)	10,000 files (varies widely)	

General Formula

To convert measurements into Cubic Feet, use the following formula:

1. Measure (in inches) and then multiply the item’s Length x Width x Height
2. Divide the total by 1728 = CUBIC FEET per item.

One cubic foot of records weighs about 30 lbs. dry & >50 lbs. if wet.
One ton of records equals 70 cubic feet.[i]

1000 KB = 1 MB 1000 MB = 1 GB 1000 GB = 1 TB

[i] References: http://sos.georgia.gov/archives/who_are_we/rims/state_records_center/conversion_table.htm and http://www.celebratedouglascounty.com/view/global/viewdownload/&docid=785&file=/ConversionTable.doc