

RECORDS MANAGEMENT SERVICES

REPORTING QUANTITIES OF RECORDS INFORMATION SHEET FOR CONVERSIONS OF QUANTITY ESTIMATES OF RECORDS

Type of File Cabinet	Cubic Feet Per Drawer
4 Drawer, letter-sized cabinet (metal)	1.5
5 Drawer, letter-sized cabinet (metal)	1.5
4 Drawer, legal-sized cabinet (metal)	2.0
5 Drawer, legal-sized cabinet (metal)	2.0
4 Drawer, legal-sized cabinet (wood)	1.5
5 Drawer, legal-sized cabinet (wood)	2.0
A letter-sized transfer file (metal)	1.5
A legal-sized transfer file (metal)	2.0
A letter-sized transfer file (cardboard)	1.5
A legal-sized transfer file (cardboard)	2.0
A letter-sized transfer file (wood)	1.5
A "liberty" storage box	2.0
A legal-sized transfile (wood)	2.0
A letter-sized transfile (wood)	1.5
An open box (4 1/2x 6 x 14) (metal)	2.0
A check-sized single drawer (metal)	0.7
A 3 x 5 card single drawer (metal)	0.1
A 4 x 6 card single drawer (metal)	0.2
A 5 x 8 card single drawer (metal)	0.3
A document drawer (metal)	0.3

Conversion Table: Linear File Inches to Cubic Feet

Size	Linear File Inches	Cubic Feet
Letter	15	1.0
Legal	12	1.0

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Cards:		
3x5	1	0.0037
4x6	1	0.0074
5x7	1	0.0111
Punch Cards & Checks		
Approximately 7 V2 x 3 1/2	1	0.026
Upright Document Drawers	1	0.0111
Bound ledgers and other books and/or documents, x-ray film, etc. are to be estimated by actual measurements: (L x W x D inches or feet)		