

CONVERSION TABLE: VARIOUS RECORDS FORMATS TO CUBIC FEET EQUIVALENTS

TYPE	SIZE	VOLUME	CUBIC FEET
Sheets of Paper	Letter-size	3000 =	1.00
Records Storage Box	Standard	10"x 12"x 15" =	1.00
Records Storage Box	Large/Letter-size	10"x 12"x 36" =	2.00
Records Storage Box	Large/Legal-size	10"x 15"x 36" =	2.50
Standard File Cabinet	Letter 8 ½"x11"	1 full drawer =	1.50
	Legal 8 ½"x14"	1 full drawer =	2.00
Lateral File Cabinet	Letter 8 ½"x11"	1 full drawer =	3.25
	Legal 8 ½"x14"	1 full drawer =	4.00
Shelf Files (15"x36")	Letter 8 ½"x11"	1 full shelf =	3.0
	Legal 8 ½"x14"	1 full shelf =	3.40
Open Shelving	Letter 8 ½"x11"	36" long =	2.4
	Legal 8 ½"x14"	36" long =	3.0
Microfilm	16mm x 100'	90 reels =	1.00
	35mm x 100'	44 reels =	1.00
Index Cards	3"x 5"	12,000 cards =	1.00
	4"x 6"	6,000 cards =	1.00
	5"x 8"	4,800 cards =	1.00
Computer Print-outs	21"x 15"	10 inch stack =	1.00

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.**