

## WIU Records Management

### A Guide for Estimating the Volume of Records

In preparing documents for disposal or transfer it's often necessary to provide the estimated volume of those records. The volume of paper materials is typically expressed in cubic feet, electronic files in Kilobytes (KB), Megabytes (MB), Gigabytes (GB), or Terabytes (TB). This chart provides the standard measurements and estimated cubic footage for common storage formats. There is also a General Formula for converting simple measurements into cubic feet and a Method for determining the volume of electronic records.

TYPE	SIZE	VOLUME	CUBIC FEET
Box	Bankers (2000 sheets)	10" x 12" x 15"	1
	Copier Paper	10" x 15" x 18"	1.5
	Legal Bankers	10" x 15" x 24"	2
	Long Bankers	10" x 15" x 36"	3
Standard File Cabinet	Letter	Each 15" drawer	1.5
	Legal	Each 15" drawer	2
Lateral File Cabinet	Letter	Each 39" drawer	2.5
	Legal	Each 39" drawer	3
Shelf Files	Letter	15" x 36" shelf	3
	Legal	15" x 36" shelf	3.4
Open Shelving Files	Letter	36" long	2.4
	Legal	36" long	3
Rolling Recycling Bin	95 gallons, 300 pounds	28" x 25" x 42"	15
Index Cards	3" x 5"	12" stack	0.1
	4" x 6"	12" stack	0.2
	5" x 8"	12" stack	0.3
Microfilm	16mm x 100'	90 reels	1
	35mm x 100'	44 reels	1
Microfiche	4" x 6"	12" stack	0.2
Green bar prints-outs	21" x 15"	10" stack	1
Electronic Text Files	See Method below		

#### 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 cu.ft. of records weighs about 30 lbs. dry & >50 lbs. if wet. One ton of records equals approximately 70 cu.ft.

#### Method for finding volume of electronic records

Right click on the files or folders you plan to delete

Scroll down to Properties on the dropdown menu

"Size on disk" – will tell you how many KB, MB, GB, TB in that unit

To determine the size of multiple files follow this link [Electronic Record Size](#) to view a short video.