

Information Sheet for Reporting Quantity of Records

Medium/Format	Cubic Feet (c.f.) <u>L x W x H (in inches) = Cubic Footage</u> 1,728 <i>Round off to and report 1/10 of a cubic foot</i>
<p>Electronic Records: Report in terms of bytes. In short, the "kilo-", "mega-", "giga-" and "tera-" prefixes are similar to their use in any other unit of measurement, like metres or watts:</p> <ul style="list-style-type: none"> • 1 B = 1 byte; • 1 kB = 1000 bytes; • 1 MB = 1000 kB; • 1 GB = 1000 MB or 1 000 000 000 bytes. 	<p>Example: 50KB, 1.4 MB. 2GB</p>
3/8" Audio Cassettes (encased) – 200 (.005 cf each)	1.0
½" VHS Cassettes (encased) – 37 (.027 cf each)	1.0
Magnetic Tapes – 12 tapes	1.0
One roll of microfilm	1.0
16mm microfilm, 100 rolls	1.0
35mm microfilm, 50 rolls	1.0
Standard Microfiche – 12 liner inches	0.2
 	
3 x 5 card, ten 12-inch row	1.0
3 x 5 card, five 25-inch row	1.0
4 x 6 card, six 12-inch row	1.0
5 x 8 card, four 12-inch row	1.0
 	
Letter-size, drawer or box with dimensions "15 x12x10"	1.5
Letter-size, 36-inch shelf	2.0
 	
Legal-size, drawer or box with dimensions "24 x12x10 1/4"	2.0
Legal-size, 36-inch shelf	2.5
 	
3000 letter sized sheets of paper (no folders/tabs/fasteners)	1.0
Weight - Twenty (20) lbs. (approximately)	1.0
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)	