

# HVERFORD

## VOLUME ESTIMATION GUIDE

It may be necessary on occasion to provide an estimation of the volume of records and non-record materials when preparing documents for storage, disposal or transfer to the College Archives. The volume of such materials is typically expressed in cubic feet for paper or gigabytes for electronic records. This guide provides standard measurement 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	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
Index Cards	3" x 5"	12" stack	0.1
	4" x 6"	12" stack	0.2
	5" x 8"	12" stack	0.3
Electronic Text Files	Varies widely	Varies widely	Report in terms of bytes 1 Kilobyte (KB) = 1,024 bytes 1 Megabyte (MB) = 1,024 KB 1 Gigabyte (GB) = 1,024 MB 1 Terabyte (TB) = 1,024 GB

### 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 together, giving you a total in cubic inches (in<sup>3</sup>).
2. Divide the total by 1728 (as there are 1728 cubic inches in a cubic foot).

Round off and report to nearest 1/10 of a cubic foot