

VOLUME ESTIMATION TABLE

Use the equation or table below to estimate cubic feet of records when preparing the RM-3, RM-19, and the RM-20.

If a specific container or shelf size is not listed in the table below, please use the following formula to estimate the volume in cubic feet.

$$(L \times W \times H \text{ in inches}) / 1728 = \text{Cubic Feet}$$

For Example:

$$(24" \times 27" \times 3") / 1728$$

$$(1944) / 1728$$

$$1.125$$

Equals 1.1 cubic feet (round to nearest tenth)

Records Center Box	15"x12"x10"	1.0 c.f.
Files	Letter Size: 15 Linear Inches	1.0 c.f.
	Letter Size: 12 Linear Inches	0.8 c.f.
	Legal Size: 12 Linear Inches	1.0 c.f.
Cards	3x5: 12 Linear Inches	0.1 c.f.
	4x6: 12 Linear Inches	0.2 c.f.
	5x8: 12 Linear Inches	0.3 c.f.
Microform	16 mm microfilm: 90 Boxed Reels	1.0 c.f.
	35 mm microfilm - 50 Boxed Reels	1.0 c.f.
	Microfiche: 12 Linear Inches	0.2 c.f.