

Volume Conversion Chart

1 legal size file drawer	2.0 cubic feet
1 letter size file drawer	1.5 cubic feet
1 standard Archives storage box (15" x 12" x 10")	1 cubic foot
15 linear inches (open shelf)	1 cubic foot
Fifty 100-foot microfilm reels (35mm)	1 cubic foot
One hundred 100-foot microfilm reels (16mm)	1 cubic foot
Electronic Records	1 byte = 8 bits; 1 kilobyte = 1,024 bytes; 1 megabyte = 1,048,576 bytes; 1 gigabyte=1,073,741,824 bytes
Digital Imaging System	Number of Images