

VOLUME ESTIMATION TABLE

Use the following guidelines to estimate the cubic feet of a box of records. Although a copy paper box cannot be used for storage, it is permissible for records that just need to be shredded and, as such, is included here.

- WPS Records Retention box = 1 cu. ft.
- Standard file cabinet drawer = 2 cu. ft.
- Copy paper box (10 ream box) = 1 cu. ft.
- Copy paper box (5 ream box) = .5 cu. ft.

How to Calculate Cubic Feet from Measurements in Inches

To estimate the volume of a container in cubic feet, follow the directions below.

1. Measure the length, width and height of the box in inches.
2. Multiply the length, width and height and divide the resulting number by 1,728.
This is the container's volume in cubic feet.

For Example:

18"L x 11.5"W x 9"H = 1,863 cubic inches

$1,863 / 1,728 = 1.078$ cubic feet

The above container is 1.1 cubic feet (round to the nearest tenth).