

IMPROVING FILINGS SYSTEMS
CUBIC FOOT EQUIVALENCY CHART
 (All Measurements Are Approximate)

LETTER AND FILE CARD CABINETS

Letter Size Drawer	1.6 cubic feet
Legal Size Drawer	2.0 cubic feet
Ledger Size Drawer	3.0 cubic feet
3 x 5 12" Drawer	.10 cubic feet
4 x 6 12" Drawer	.17 cubic feet
5 x 8 12" Drawer	.28 cubic feet

SHELF UNITS (36" LONG)

Letter Size Files	2.0 cubic feet
Legal Size Files	2.5 cubic feet
Ledger Size Files	4.0 cubic feet

LINEAR MEASUREMENT TO CUBIC FEET

3 x 5 Cards	Linear feet x .10 = cubic feet
4 x 6 Cards	Linear feet x .17 = cubic feet
Tab Cards or Checks	Linear feet x .17 = cubic feet
5 x 8 Cards	Linear feet x .28 = cubic feet
Letter Size	Linear feet x .65 = cubic feet
Legal Size	Linear feet x .83 = cubic feet
Ledger Size	Linear feet x 1.3 = cubic feet

TO FIND CUBIC FEET

Length x width x height (in inches) divided by 1,728" = cubic feet

