

University of Memphis Records Inventory Confirmation Form

Name: _____ **Email Address:** _____

Division: _____ **Department:** _____ **Phone:** _____

With our severance from the Tennessee Board of Regents, the University is now required to submit an annual report of our records to the State of Tennessee Division of Records Management. As part of this process, we will request an annual inventory of your office records/files.

At this time, we are asking all departments to count the number of storage units, physical or electronic, contained in their office. This should include filing cabinets, shelves, desks, computer files, and other areas where information may be stored. Use the template below to complete the form.

Once the form is complete, please submit the totals for your department database at:
www.memphis.edu/cfo **by Friday, July 27, 2018.**

[illegible]

Volume of Records Measurement Guide

Public records are created and maintained in a variety of formats, including hard copy and electronic. This guide is designed to help you determine how to list the total volume of records on the disposition form, regardless of format. *

Paper Records

The volume of paper records is determined by cubic foot. A cubic foot is "a measure used to indicate the quantity of materials, commonly used to describe the size of large collections.

Electronic Records

For electronic records, list the physical size of the item(s) to be destroyed in either megabytes (MB) or gigabytes (GB). To determine this information, right click on the file or folder and choose "properties."

Volume of Records Hard Copy Records

1	Letter size file drawer	1.5 cubic foot
1	Letter-size open shelf	1.0 cubic foot
1	Legal-size open shelf	1.0 cubic foot
1	Legal size file drawer	2.0 cubic feet
1	Record carton (standard banker's box) [10" x 12" x 16"]	1.0 cubic feet
1	Record carton (larger trans file box) [24" x 13" x 11"]	1.8 cubic feet

Magnetic Tapes and Electronic Records

200	Cassette tapes	1.0 cubic foot
16	Magnetic tapes	1.0 cubic foot
1	5¼" Floppy diskette	110 KB
1	3½" Floppy diskette	1.44 MB
1	Standard Compact Disc (CD)	700 MB
1	Standard Digital Versatile Disc (DVD)	4.7 GB
1	Standard Blu-ray Disc (BD)	25 GB
16 Reels	Magnetic tape	1.0 cubic foot
1	50 (100 ft. rolls) 32mm microfilm reels	1.0 cubic foot
4000 Sheets	Microfiche	1.0 cubic foot
USB Flash drives, external hard drives, and memory cards	Variable	