

Archival Volume Conversion Table
 (based on Alaska State Archives Conversion Standards)
 January 20, 2016

<u>Media to be converted</u>	<u>Approximate cubic feet</u>	<u>Media to be converted</u>	<u>approximate cubic feet</u>
<u>Linear Measurements:</u>		<u>Photographs:</u>	
1 inch	.08"	1 2X5"	.0006
2"	.16"	1,680 4X5"	1.0
3"	.24"	1 8X10	.0019
4"	.33"	528X10	1.0
5"	.41"		
6"	.50"	<u>Shelves (30"X42"):</u>	
7"	.58"	1 Shelf	3.0
8"	.66"	1 shelf unit (section)	<i>depends on the number of shelves top-bottom</i>
9"	.75"	1 range (row)	<i>number of sections X boxes per shelf</i>
10"	.84"		
11"	.92"		
12"	1.00"	<u>Boxes:</u>	
1 square foot	144"	Records storage (<i>bankers</i>) box :	1.0
1 cubic foot	1,728"	<u>Manuscript cases:</u>	
		2½" deep, front to back	0.33
		Slim style 1½" deep	0.25
		Large with lid 5" deep	0.5
		Flat 4" deep, top to bottom	0.33
		Flat 17" wide	0.45
<u>Microforms:</u>		<u>Audio Tapes:</u>	
1 fiche with enclosure	.0004"	1 open reel	.0294
1 fiche without enclosure	.0008"	34 reels	1.0
1 drawer of fiche	1.0'	1 cassette	.0091
1 61mm roll	.0159"	110 cassettes	1.0
63 16mm rolls	1.0'		
1 35mm roll	.02"	<u>Film:</u>	
48 35mm rolls:	1.0'	1 16 mm	.16
		1 videocassette	.08
		1 beta videocassette	.0278
<u>Paper:</u>			
Oversized bound volume	.16"		
1 sheet	.0005"		
2000 sheets	1.0'		
1 file folder of 80 sheets	0.04'		
25 80 sheet file folders	1.0'		