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Analysis

Volume summary

The attached **Exhibit A - Records Inventory Worksheet** for the detailed data of the Accounting Department volume and activities. From the inventory:

- ◆ **Physical Documents**

1. 470 linear feet of boxed documents
2. 288 linear inches of shelves

- ◆ **Electronic Documents Stored in a Digital Format**

1. 340,900 files
2. 580GB

- ◆ **Forecast Storage Estimates**

From the storage estimates, the following conversion table was used:

Description	Measurement	Volume	Unit
Linear Foot	One foot (loose)	1760	Paper
Linear Inch	One inch (tight)	180	Paper
Banker Box	10" tall x 12" wide x 15" long	2200	Paper
Vertical File Cabinet Drawer	One 24" drawer	3520	Paper

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