

RECORDS DISPOSITION REQUEST

NO. _____
PAGE 1 OF _____ PAGES

Form Revision: 10/12/05

1. AGENCY
University of South Florida

2. DIVISION/COLLEGE

3. DEPARTMENT

4. ADDRESS (Street, City, and Zip Code)
4202 E Fowler Ave SVC 107
Tampa, Florida 33620

5. CONTACT (Name, Campus Address, Phone Number)

SUBMIT TO:

. L P E H U O \ . H J O H U
N V N H J O H U # X V I H G X
Procurement 3 D \ P H S e r v i c e s
University of South Florida
4202 E Fowler Ave , SVC 107
Tampa, Florida 33620-9000

6. SUBMITTED BY: I hereby certify that the records to be disposed of are correctly represented below, that any audit requirements for the records have been fully justified, and that further retention is not required for any litigation pending or imminent.

Signature Date

Name and Title

FORM REVISION:
10/12/05

RECORDS DISPOSITION REQUEST (CONTINUED)

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9. LIST OF RECORD SERIES

Schedule 6 F K H G X O H
Used Item 1 R

Title as indicated on Schedule

Retention
Period
Required

Inclusive
Dates by
Fiscal Year

Volume in
Cubic Feet lc 0 T4 0.72 re f 597.6

RECORDS VOLUME CONVERSION
TO
CUBIC FOOT MEASUREMENTS

<u>File Folder Drawers</u>	<u>Cu. Ft.</u>	<u>Map or Plan Drawer</u>	<u>Cu. Ft.</u>
Letter-size drawer or box	1.5	2" x 26" x 36" (flat)	1.1
Legal-size drawer or box	2.0	2" x 38" x 50" (flat)	2.2
Letter-size, 36" shelf	2.0	4" x 26" x 38" (flat)	2.3
Legal-size, 36" shelf	2.5	4" x 38" x 50" (flat)	4.4
 <u>Shelf Units</u>		 <u>Map or Plan Tubes</u>	
Letter, 36" long	2.4	2" x 2" x 38" (roll)	0.1
Legal, 36" long	3.0	2" x 2" x 50" (roll)	0.1
		4" x 4" x 38" (roll)	0.3
		4" x 4" x 50" (roll)	0.5
 <u>Card File Drawers</u>		 <u>Magnetic Media</u>	
3" x 5" x 26" long	0.4	Cassette Tapes (200)	1.0
3" x 5" x 14" long	0.2	Cassette Tapes (20)	1.0
3-1/2" x 7-1/2" x 26" long (tab)	0.4		
3-1/2" x 7-1/2" x 14" long (tab)	0.2		
4" x 6" x 26" long	0.5		
4" x 6" x 14" long	0.2		
5" x 8" x 26" long	0.7		
5" x 8" x 14" long	0.4		
6" x 9" x 26" long	1.0		
6" x 9" x 14" long	0.6		
8" x 8" x 26" long	1.2		
8" x 8" x 14" long	0.6		

Note: For all other types of records storage equipment, use the following formula to obtain
The volume of records storage space in cubic feet:

$$\text{Length} \times \text{Width} \times \text{Height (inches)} = \text{Cubic Feet per unit (1 Cu. Ft. = 1728")}$$

Saved: RecordsRetentionCu.Ft.
08/25/05