

# RECORDS DISPOSITION REQUEST

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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:**

.LPEHUO\ .HJOHU  
NVNHJOHU#XVI HGX  
Procurement 3D\PHS  
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 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