

Excess Records, Files and Publications Clean-up Report

U.S. Department of Housing
and Urban Development
Office of Administration

Date Reported	Name of Reporting Office (Include primary organization, office, division, and branch)
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Reported by (Include name, title, room, and phone number)

Records

- Noncurrent and Obsolete Semicurrent
 Destroy Retire to Federal Records Center (FRC)

_____ Cubic feet _____ Cubic feet

Comments

Nonrecord Material

- Stocks of current forms, issuances, leaflets, pamphlets, books Obsolete or superseded forms, issuances, magazines or other publications
 Return to stock for reuse Destroy

_____ Cubic feet _____ Cubic feet

Comments

Record Holdings upon completion of Campaign

(Credit may be taken for all records disposition actions since end of last campaign)

Total Holdings in Cubic Feet	Number of Employees	Average Cubic Feet per Employee
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Statistical Conversion Factors

- * a full legal size file drawer holds 2 cubic feet of paper
- * a full letter size file drawer holds 1.5 cubic feet of paper
- * each linear foot on a shelf holds approximately 1 cubic foot of paper
- * a standard Federal Records Center carton holds 1 cubic foot of paper
- * a full office waste paper basket holds approximately 1 cubic foot of paper
- * a standard trash cart holds approximately 30 cubic feet of paper