

## Declassification reviewers conversion information.

Source: PWS for Declassification Review of DepNav Records.  
Figures or estimates as derived by the ISOO and/or the USIA.

### Conversion Table:

1 cubic foot	=	2,500 pages
1 safe drawer	=	3 cubic feet = 7,500 pages
1 Federal Records Center (FRC) box	=	1 cubic foot
1 Archives (Hollinger) box	=	1/3 cubic foot = approx. 833 pages
1 microfilm roll	=	2,600 pages
1 minute of audio tape	=	2.5 pages
1 linear foot of film	=	1 page of textual material

### Other Conversion Information:

1 microfiche sheet	=	54 pages
		24 frames = 1 second
		1 foot = 40 frames
16 mm film	=	1 minute = 36 feet
		24 frames = 2 seconds
		1 foot = 160 frames
35 mm film	=	1 minute = 90 feet
		250 words equal one page of information or 2.5 minutes to read
Sound tapes	=	read

The review requirement for VHS tapes can not be converted into pages and shall be reviewed based on the number of hours recorded on the tape and the recorded on the tape and the complexity of the material. A two hour VHS tape shall be reviewed in not more than 2.5 hours.