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Files Cleanup Campaign

Please consult NIH Manual 1743, "Keeping and Destroying Records" for instruction on how long records must be kept and how they are disposed.

ICD Location	Volume of Records (cubic feet)	
	Cubic Feet Destroyed	Cubic Feet Sent to FRC

Calculating Cubic Feet:

For the purpose of completing this form, calculate volume according to the following cubic foot equivalents:

Container	Volume
one letter size drawer	1-1/2 cubic feet
one legal size drawer	2 cubic feet
office waste basket	1 cubic foot
standard Records Center box (14 3/4" x 12" x 9 1/2")	1 cubic foot

Additional Information--Sending Records to a Federal Records Center (FRC):

Guidance and instructions for retiring records to the FRC can be obtained from NIH Manual 1742/1763-1, "Transfer, Withdrawal and Destruction of Records at the Washington National Records Center," or contact your ICD Records Management Officer.