



# HEALTH CARE AUTHORITIES ANNUAL REPORT

Date \_\_\_\_\_

10/12

To document the destruction of records in your facility, please send this form to:

**Local Government Records Commission  
c/o Government Records Division – Local Section  
Alabama Department of Archives and History  
P.O. Box 300100  
Montgomery, AL 36130-0100  
Telephone: (334) 242-4452  
Fax: (334) 353-4321**

FROM:

**Hospital Name:** \_\_\_\_\_

**Hospital Address:** \_\_\_\_\_  
\_\_\_\_\_

**Hospital Contact:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Year of Report:** \_\_\_\_\_

Hospital has taken measures to educate staff on provisions of RDA and has ensured that copies of RDA are available for their use.  Yes  No

## Acknowledgement of Destruction of Records

Hospital has destroyed approximately \_\_\_\_\_ boxes = \_\_\_\_\_ cubic feet of records.  
(number) (see chart on back)

Submission is based upon available information and is to be used solely by the Local Government Records Commission for official purposes.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. Signed: \_\_\_\_\_  
(hospital representative)

**Note:** Records not covered by an approved RDA, or records created prior to 1900, may not be destroyed.

## How to Turn Box Counts into Cubic Footage

This figure can be calculated using the following conversion chart:

1 standard records carton (ca. 15" x 12" x 10") = 1.0 cubic foot

1 standard banker's box (ca. 30" x 12" x 10") = 2.0 cubic feet

1 letter-sized file drawer = 1.5 cubic feet

1 legal-sized file drawer = 2.0 cubic feet

Woodruff document files (15" deep), 3 drawers = 1.0 cubic foot

Letter-sized shelf unit, 36" long = 2.4 cubic feet

Legal-sized shelf unit, 36" long = 3.0 cubic feet

Fifty 100-foot, 35 mm microfilm rolls = 1.0 cubic foot

10,000 tab cards = 1.0 cubic foot

3 x 5 cards, ten 12" rows = 1.0 cubic foot

4 x 6 cards, six 12" rows = 1.0 cubic foot

5 x 8 cards, four 12" rows = 1.0 cubic foot