

## IDALS FILE CABINET INVENTORY

**Bureau Name:** \_\_\_\_\_

### PAPER FILE STORAGE

**Total number of file cabinet drawers currently being utilized:** \_\_\_\_\_

*Note: For uniformity purposes, please estimate the number of drawers being utilized based on a lateral 5-drawer filing cabinet. Photo attached for reference.*

*Within individual cubes, only count paper file storage in stand-alone file cabinets. There is no need to determine file storage in flipper cabinets or desk drawers that are attached to cubicles.*

### SUPPLY STORAGE

**Total number of file cabinet drawers currently being utilized:** \_\_\_\_\_

*Note: Supply storage can include office supplies, equipment, or other non-paper file storage.*

### EMPTY STORAGE

**Total number of file cabinet drawers currently being utilized:** \_\_\_\_\_

*Note: Empty storage are empty file drawers not being utilized.*

### TOTAL

**Total number of file drawers in Bureau space (PAPER FILE + SUPPLY + EMPTY):** \_\_\_\_\_

**Total number of file cabinets in Bureau space:** \_\_\_\_\_