

How Much Storage Do I Need?

If you are concerned about the impact of using your current server for an ECM system, the information on this page will help you understand storage requirements for online and off-line storage.

Please understand that the information below are estimates based on average implementations.

1 scanned page (8 1/2 by 11 inches) (CCITT G4 compressed) = 50 KiloBytes(KBytes) (on average)

1 file cabinet (4 drawer) (10,000 pages on average) = 500 MegaBytes(MByte) = 1 CD ROM

2 file cabinets = 1,000 MBytes = 1 GigaByte (GByte); 10 file cabinets = 1 DVD

1 banker's box (2,500 pages) = 1 file drawer = 2 linear feet of files = 125 MBytes

8 banker's boxes = 16 linear feet = 1 GByte

1 E size drawing (48 inches by 36 inches) = 16 letter size pages (8 1/2 by 11 inches) = 800 KiloBytes(KBytes)

1 hour compressed color video = 2 GBytes (DVD, MPEG 2) (image quality dependent)

1 hour audio = 10 MBytes (dictation, answering machine) to 500 MBytes (a CD holds 74 minutes of music)

1 color picture = 10 KBytes (thumbnail) to 5 MBytes (for each of 100 photos on a 500 MByte photo CD)