

~~C-O-N-F-I-D-E-N-T-I-A-L~~

JULY 1966

COSTS TO STORE AND SERVICE ONE CU. FT. OF RECORDS (2,000 PIECES OF PAPER) FOR ONE YEAR.

I. AGENCY OFFICE COSTS

1. Equipment - The pro-rata cost for 8 cu. ft. capacity filing equipment is \$259. Amortized over 10 years, this equipment would cost \$25.90 per year or \$3.24 for one cu. ft. capacity \$ 3.24
2. Space - One cu. ft. of records requires one sq. ft. of floor space - - - - - \$ 3.00
3. Cost to Store One Cu. Ft. of Records for One Year - - - - - \$ 6.24
4. Personnel - One employee GS-4, \$5,265 can service 96 cu. ft. of records (Remington Rand, "How to Measure Your Filing Costs and Efficiency").
5. Cost to Service One Cu. Ft. of Records for One Year - - - - - \$ 54.84
6. TOTAL COST TO STORE AND SERVICE 1 CU. FT. OF RECORDS (ONE HALF FILE DRAWER) PER YEAR IN OFFICE SPACE - - - - - \$ 61.08

II. AGENCY ARCHIVES AND RECORDS CENTER COSTS

1. Construction Cost
 - a. Construction cost of Center including equipment - - -\$686,889.00
 - b. Total cost per year based on 20 years amortization- -\$ 34,344.00
2. Space - Cost per cu. ft. per year based on 103,380 cu. ft. capacity - - - - - \$.33
3. Equipment - Records Center Box - - - - - \$.09
4. Cost to Store One Cu. Ft. of Records for one year - - - - - \$.42
5. Personnel - Fiscal Year 1966 - \$142,113 in .01 funds to handle 96,894 cu. ft. of records (87,705 on hand at end of year. Disposition taken on 9,189 cu. ft. during the year).
6. Cost to Service One Cu. Ft. of Records per year in Records Center - - - - - \$ 1.46
7. TOTAL COST TO STORE AND SERVICE 1 CU. FT. OF RECORDS PER YEAR IN RECORDS CENTER - - - - - \$ 1.88

CALL RECORDS ADMINISTRATION STAFF - X2468 FOR ADDITIONAL INFORMATION ABOUT THE AGENCY RECORDS MANAGEMENT PROGRAM

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