

31 December 1964

**Annual Cost (Space, Equipment, Filing and Reference) To Keep One Piece of Paper in Office and in Records Center Storage**

(Based on 16,000 pieces of paper per 4 drawer cabinet, or 2,000 pieces per cu. ft. of records)

<u>Source of Information</u>	<u>Office Costs</u>	<u>Records Center Costs</u>
1. National Records Management Council (1957)	3¢	3/100¢
2. Pacific Telephone Company	3 1/10¢	3/100¢
3. Leiby & Company, Management Consultants (1953)	2¢	1/10¢
4. Records Engineering, Inc., Management Consultants (1954)	2 1/10¢	2/100¢
5. Second Hoover Commission (1955)	3 1/10¢	3/100¢
6. American Management Association (1953)	2¢	-----
7. Remington Rand (1956)	2 1/10¢ x	-----
8. Agency Experience (FY 1964)	2 8/10¢	1/10¢

1964 - 6 1/2¢