

7/23/64 Distribution made to all ARO's & Records Center
Approved For Release 2006/08/24 : CIA-RDP70-00211R000500040090-2
Extra copies located in Rec.Mgt 9-3, Statistical and Lec thr

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

JULY 1964

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 - \$4,775, 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 - - - - - \$ 49.74
- 6. TOTAL COST TO STORE AND SERVICE 1 CU. FT. OF RECORDS (ONE HALF FILE DRAWER) PER YEAR IN OFFICE SPACE - - - - - \$ 55.98

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 1964 - \$127,500 in .01 funds to handle 95,738 cu. ft. of records (82,452 on hand at end of year, Disposition taken on 13,286 cu. ft. during the year).
- 6. Cost to Service One Cu. Ft. of Records per year in Records Center - - - - - \$ 1.33
- 7. TOTAL COST TO STORE AND SERVICE 1 CU. FT. OF RECORDS PER YEAR IN RECORDS CENTER - - - - - \$ 1.75

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

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

MORI/CDF