Records Stored Comparison Per Cubic Foot
Statewide Cost Avoidance Calculations
(Back-up Data from 2014-2015 Fiscal Year)

Office Space – vs. - State Records Center

Cost of Records in the Office Space - Floor space and equipment cost only.

Shelf Files
For the purpose of this calculation, records in the office are presumed to be in six-shelf letter-size cabinets in State-owned space.

A. One six-shelf cabinet measures: 14” (outside depth) + 18” working space in front, for a total depth of 32”.

\[32\text{” depth} \times 36\text{” width} = 1,152 \text{ (square inches) of floor space.}\]
\[\frac{1,152}{144”} \text{ square feet} = 8.0 \text{ square feet of floor space.}\]

Cost of office floor space for all multiple-tenant General Services’ Buildings (FY 14-15 General Services Price Book (www.ofs.dgs.ca.gov/Price+Book) = $1.69 per square foot per month.

\[8.0 \text{ square feet} \times \$1.69 \times 12 \text{ months} = \$162.24 \text{ per year.}\]

B. One six-shelf letter-size cabinet cost (PIA product catalog www.calpia.ca.gov) = $386.25. Average cost over ten-year period: $386.25 /10 = $38.62 per year.

\[
\begin{align*}
\text{Office Space} & \quad \$162.24 \\
\text{Equipment} & \quad +$38.62 \\
\text{} & \quad \$200.86
\end{align*}
\]

C. Each cabinet (full) holds 13.5 cubic feet of records.

The cost to store one cubic foot of records in office space for one year:

\[
\frac{\$200.86/13.5}{=} \$16.01
\]
Cost of Records Stored in State Records Center (SRC) - Floor space and equipment cost only.

A. One section of industrial shelving measures (at SRC):
   32” (depth) x 42” (width). Add working space of 16”. 32” + 16” = 48” depth. 48” depth x 42” (width) = 2,016”/144 square feet = **14 square feet of floor space**.

Cost of Records Center floor space: **$0.36** per square foot (FY 14-15 General Services Price Book).

14 square feet x **$0.36** x 12 months = **$60.48** per square foot per year.

A. Cost of one shelving unit: **$225.43** (per SRC Manager). Average cost over a 15-year period:

   \[
   \frac{225.43}{15} = \$15.03 \text{ per year.}
   \]

   Records Center Floor Space \$60.48  
   Equipment +15.03  
   \$75.51

B. One shelving unit holds 84 records center boxes (one cubic-foot each).

   \[
   \frac{75.51}{84} = \$0.90
   \]

Cost of one records center box @ **$1.89** for 15 years (average life of box):

   \[
   \frac{1.89}{15} = \$0.12
   \]

Cost of holding one cubic foot of records for one year in SRC:

   \[
   \$0.90 + \$0.12 = \$1.02
   \]

One Cubic Foot Stored in Office Space: $16.01 per cubic foot  
One Cubic Foot Stored in State Records Center: -1.02 per cubic foot  
Annual Cost Savings: $14.99 per cubic foot