

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” depth x 36”width = 1,152 (square inches) of floor space.
1,152/144” square feet = **8.0** 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 square feet x **\$1.69** x 12 months = **\$162.24** 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.

| | |
|--------------|-----------------|
| Office Space | \$162.24 |
| Equipment | +38.62 |
| | \$200.86 |

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:

\$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 a15-year period:

\$225.43/15= \$15.03 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).

\$75.51/84 = \$0.90

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

\$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 |