

One-Year Cost Analysis Records Management Office (RMO)¹: 2006-2007 University of Tennessee, Knoxville (Rev 6.0)

This is a snapshot of RMO's cost savings and avoidance data based on actions during a single year: FY 2006-2007. These actions happen among all years of currently stored records but just during this fiscal year. Destruction of boxes, for example, include some stored **before** 2006-07.

The principal approach is to show the differences between what a campus unit (300 departmental customers) would pay for goods and services (themselves or to outside vendors) vs. what the RMO supplies them without direct cost or charges. Total saving—net of program costs—is **\$334,944**

1	Number of cu. ft. ² of records stored at RMO in 10" X 12" X 15" (1 cu. ft., interior dimension) cartons during 2006-2007	2,857 cu. ft. cartons received and stored in the records center during 2006-07 pending ultimate records retention endpoint and destruction or transfer to UTK Archives
2	Cubic feet of records held in 5-drawer vertical file cabinet ³	1,429 divided by 8.0 cu. ft. (# of cu. ft. held in a 5-drawer cabinet) = 179 cabinets
3	Cubic feet of records held in 5-drawer lateral file cabinet	1,429 divided by 13 cu. ft. (# of cubic feet held in 5-drawer lateral file cabinet) = 110 cabinets
4	Cost of a 5-drawer vertical file cabinet	\$375 with standard, commercial metal, lock, and full pullout carriage (see Staples catalog)
5	Cost of a 5-drawer lateral file cabinet	\$720 with standard, commercial metal, lock, and full pullout carriage (see Staples catalog)
6	Number and cost of 5-drawer vertical filing cabinets needed to store ½ of 2,857 cu. ft. = 1,429	Cost: 179 X \$350 = \$62,650
7	Number and cost of 5-drawer lateral cabinets needed to store ½ of 2,857 = 1,429	Cost: 110 X \$720 = \$79,200
8	Total dollar value of total number of 289 cabinets	\$62,650+ \$79,200 = \$141,325
9	Total square feet consumed by 289 file cabinets	289 X 9.1 ⁴ = 2,630 sq. ft.

¹ http://my.tennessee.edu/portal/page?_pageid=34.274132&_dad=portal&_schema=PORTAL

² Measurements are in cubic feet (cu. ft.) as this is the principal denomination for material stored in records centers. (Archivists use "linear" feet.)

³ A reader of this analysis suggests that different departments would have different values and resources; therefore ½ of the files are treated as stored in vertical cabinets, and the other ½ are in lateral files.

⁴ 9.1 sq. ft. = 2.71 sq. ft. in cabinet base + 2.4 sq. ft. aisle space for full drawer pull out + 2.0 sq. ft. for aisle for staff consultation of records (with full drawer pull out) + 2.0 sq. ft. for passageway for other staff to move behind person consulting files. (Access requirements vary with local fire codes; may include passage way for

10	Dollar value of physical sq. ft. taken up by 289 file cabinets	2,630 sq. ft. X \$18 per sq. ft. ⁵ (Class B leased space) = \$47,340
11	Labor value of the square feet consumed by the cabinets is typically calculated as 3X the dollar value of the square feet	\$142,020
12	Cost of timely destruction of RMO boxes of records (as scheduled for final destruction)	2,396 boxes destroyed by RMO vs. destruction by local commercial records company @ \$3.50 = \$8,386 higher cost than RMO
13	One-time fee to accession each box into the stock of boxed records	Vendor charge \$1.65 X number of boxes X UTK's 2,857 boxes = \$4,714
14	Transmittal preparation (fee covers cost for paperwork to prepare delivery of and signoff on delivered boxes and file-out notification)	Vendor charge \$1.50 (average) X number of UTK's transmittal preparation (N=2,053) = \$3,079
15	Standard trip charge for pickup/delivery of records	Vendor charges \$75 (average) X number of UTK's delivery and pickups (2,053) during 2006-2007 = \$153,975
16	Retrieval of boxes	\$1.70 X 1,885 (retrievals by RMO) = \$3,205
17	Interfile of files or folders or new records put into existent boxes	Vendor charge \$2.75 X number of refiles done by UTK's RMO (1376) during 2006-2007 = \$3,784
18	SUBTOTAL	\$508,356
19	Subtract Budget of RMO	\$173,412
20	NET SAVINGS	\$334,944

wheelchair.) This is space that must be *allocated* for file cabinets—but not always in use—and so cannot be assigned to more valuable programmatic functions.

⁵ This average cost per square foot (\$18.00 annually) was supplied by Robbi Stivers, Director, [UT] Real Estate Administration.