

PAPER RECORDS STORAGE COSTS

In-House Storage

File Cabinets

- How many cabinets?
- How many file folders?
- How much floor space?



Allow more than twice the depth of the cabinet for fully extending the drawers

Storage Center

- How many cubic feet of records?
- How many storage boxes?
- How many shelving units?
- What service equipment is needed to move, shelve, and retrieve boxes?
- What inventory system will be set up to track box locations?

Vendor Storage

- How many cubic feet of records?
- How many storage boxes? Does the vendor provide boxes?
- What will it cost to deliver the boxes to the storage facility, or does the vendor provide this service?
- What does it cost to store each box, and can it be done on a monthly basis or is it an annual contract?
- What does it cost to retrieve and replace a box that is needed for administrative or other reasons? Will the vendor deliver the boxes or will there be additional transportation costs?
- What does it cost to destroy a box?

