

The Records Center is Cost Effective:

12 Times more cost-effective than storing records in an office

Four drawer vertical file cabinet in an office setting:

- Occupies 3.36 square feet of floor space
- Holds 6 archive boxes of records
- Annual cost to store in \$12 per square foot office space is \$40.32
- Cost per archives box = \$6.72

Archives Box at the High-Ceiling Record Center:

- Occupies 1.4 square feet of floor space
- High-bay shelving holds 31 boxes of records in 1.4 square feet
- Annual cost to store at \$12.58 per square foot is \$17.62 per year
- Cost per archives box = \$ 0.57

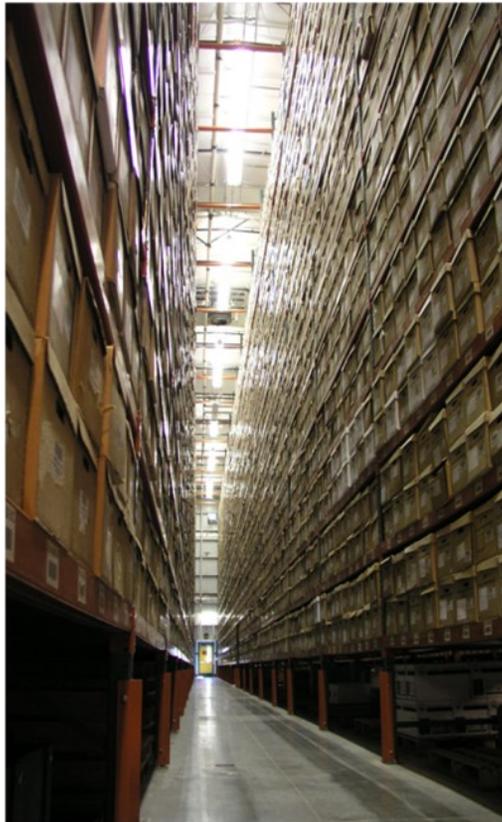
\$6.72 divided by \$ 0.57= 12 times more efficient.

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2016 Central Services Rate Fair



History of Rates

BI	Annual FTE Charge	Annual Box Charge
09-11	\$26.79	\$6.52
11-13	\$24.77	\$5.12
13-15	\$22.17	\$3.94
15-17	\$22.42	\$4.18

 Secretary of State
Tom Wyman


Office of the Secretary of State
Washington State Archives

Services & Calculations:

RCW 40.14.025 provides that the appropriation to the division of archives and records management will be allocated to state agencies for services the division provides. Services include managing, storing and preserving state records in addition to training and providing records management services.

Calculations and Methodologies:

The formula for allocating the revolving fund appropriation for Fund 006 to state agencies is approved by OFM each biennium and developed using each agency's:

- Budgeted carry forward FTE. The FTE methodology supports 65% of the Archive revolving fund for managing, preserving, training and records management services. *Archival documents require a higher cost storage and are "forever".

- Number of boxes stored in the Records Center. The number of box methodology supports 35% of the Archive revolving fund for records center services.

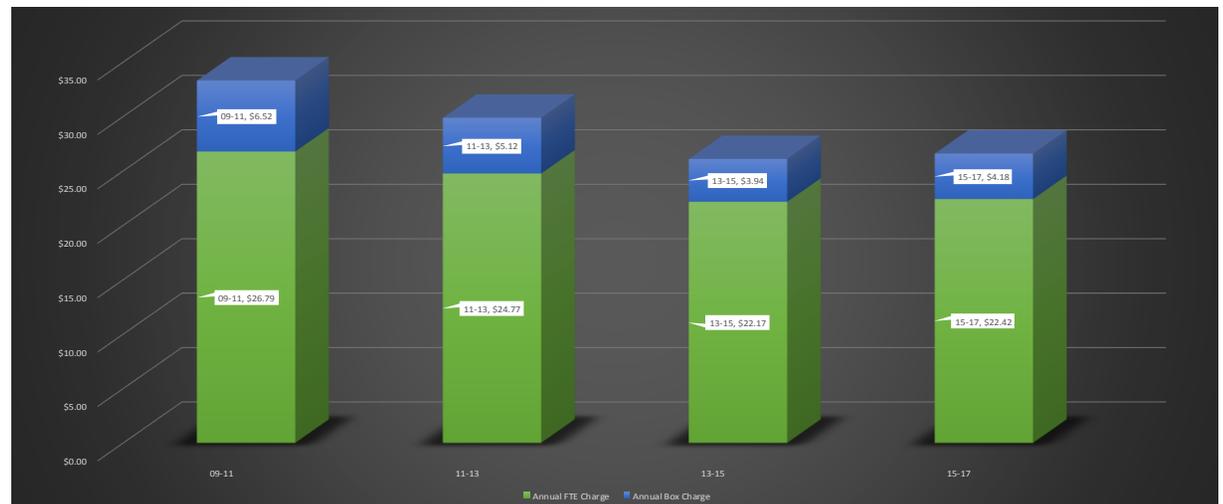
Both of these amounts are combined and billed to state agencies each quarter of the biennium.

Steps to updating the Billing model:

- The billing model is updated with each agency's FTE and box counts (snapshot of totals). The initial model is based on the performance level budget request for the Secretary of the State.
- The billing model is sent to OFM who enters any change to Fund 006 into each agency's budget based on the model. Any changes during the legislative session may further adjust the final billing. Once a final biennial budget is passed typically no further changes are made to the billing until the next biennial budget cycle.
- Agencies are then billed quarterly (exception: extremely low billings are billed annually)
- Example Sheets:

Account: 006-1 - Public Records Efficiency, Preservation		13-15 Total Billing	Quarter 1	Quarter 2	Quar						
5	Agency										
27	085 Secretary of State	50,220	6,277	6,277							
28	086 Office of Indian Affairs	112	14	14							
29	087 Commission on Asian-American Affairs										
30	090 Office of State Treasurer										
31	091 Redistricting Commission										
2											
			% of FTE	FTE Allocation	Box %	Box Allocation	General Allocation	Special Allocation	Total	FTE 2013-15 Carry Forward	Box count
58	Utilities and Transportation Commission		0.16%	7,346	1.04%	25,299	32,642		32,642	165.7	3,21
59	Board for Volunteer Firefighters		0.00%	177	0.00%	1,458	1,635		1,635	4.0	1E
60	Washington State Patrol		2.38%	107,453	3.48%	84,882	192,145		192,145	7,423.9	10,74

Rates History:





Secretary of State

Kim Wyman

Frequently Asked Questions

- Why is the FTE 65% and the box piece 35%?
- Our FTE and boxes have not changed, why would our bill change?
- Can I change my Retention Schedule?
- The FTE supports the Archives and is 65% because these records are forever, therefore, they are kept in a higher cost facility to control temperatures and humidity to preserve the integrity of the item. The 35% is for the efficient box storage and is much less expensive to maintain.
- Billing is based on the total appropriation and based on each agency's percentage of the whole. Your FTE or boxes may not have changed, however, your percentage may have changed slightly if the total FTE and boxes have changed.
- Yes. You can work with your agency Records Officer (RCW 40.14.040) to facilitate those changes with the Washington State Archives. State agencies use the State Government General Records Retention Schedule and you are welcome to work with your Records Officer to suggest changes to that schedule as well.