

## APPENDIX

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APPENDIX 6. COST ANALYSIS FORMAT

1. ANNUAL OPERATING COST OF PRESENT SYSTEM
  - a. COST OF PRODUCING PRESENT PAPER RECORDS.
    - (1) Paper costs
    - (2) Computer costs
    - (3) Other costs, e.g., file folders, labels, filing cabinets
  - b. Mailing/Shipping costs
    - (1) Postage, express charges
    - (2) Shipping containers
  - c. Reproduction costs
  - d. Personnel costs
    - (1) Producing records
    - (2) Operating system, e.g., filing, retrieving, reference
    - (3) Distribution
  - e. Space
    - (1) Operating space
    - (2) Filing space
2. ANNUAL OPERATING COSTS OF PROPOSED SYSTEM
  - a. Cost of producing microforms
    - (1) Microfilm cost, including processing

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- (2) Tape conversion and computer costs (COM)
  - (3) Other costs, e.g., cartridges, fiche envelopes
  - b. Mailing costs
  - c. Reproduction costs
    - (1) Microform duplicates
    - (2) Reader/Printer supplies
  - d. Personnel costs
    - (1) Microform production
    - (2) System operation, e.g. retrieval, storage, reference
    - (3) Distribution
  - e. Space
    - (1) Standard Level User Charges
    - (2) Special Utilities
  - f. Maintenance
    - (1) Annual maintenance contracts
- 3. EQUIPMENT COSTS
  - a. Cost of new equipment
  - b. Annual costs of rented/leased equipment
  - c. Value of equipment to be surplus in new system and reissued.
- 4. ONE-TIME COSTS FOR PROPOSED SYSTEM
  - a. Site preparation

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- b. Personnel training
  - c. Conversion costs, to include film/labor/computer costs incident to preparation of records.
5. NET COST OR SAVINGS
- a. Annual operating costs of present system \$
  - Less: annual operating costs of the proposed system \$
  - amortized cost of new equipment (purchase cost less value of surplus divided by 10 years) \$
  - annual cost of leased equipment \$
  - b. Net annual (cost) or savings \$
  - c. Amortization period for implementation costs expressed in years (one-time costs divided by net annual savings) years

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