

APPENDICES \ APPENDIX E - DC/OPR – ESTIMATE OF RECORDS, AUGUST 3, 2015

Appendix B

Agency Storage Sites

Department of Health
3330 V Street, NE

Office of the State Superintendent for Education
810 1st Street, NE 2nd, 3rd, 4th, 5th, 8th & 9th floors

Deputy Mayor for
DC General Hospital

District Department of Transportation
3rd Street Mall Tunnel New Control Room
G Street Electrician Shop
3rd and H Street, NW
Basement of Reeves Center

Received from Bill Branch, OPR 7-31-15

APPENDIX F - NAYLOR COURT DOCUMENTATION

During the investigation of the current holdings of the Office of Public Records (OPR), the programming team surveyed the existing conditions at Naylor Court. This appendix presents the floor plans of the storage spaces currently housing OPR materials.

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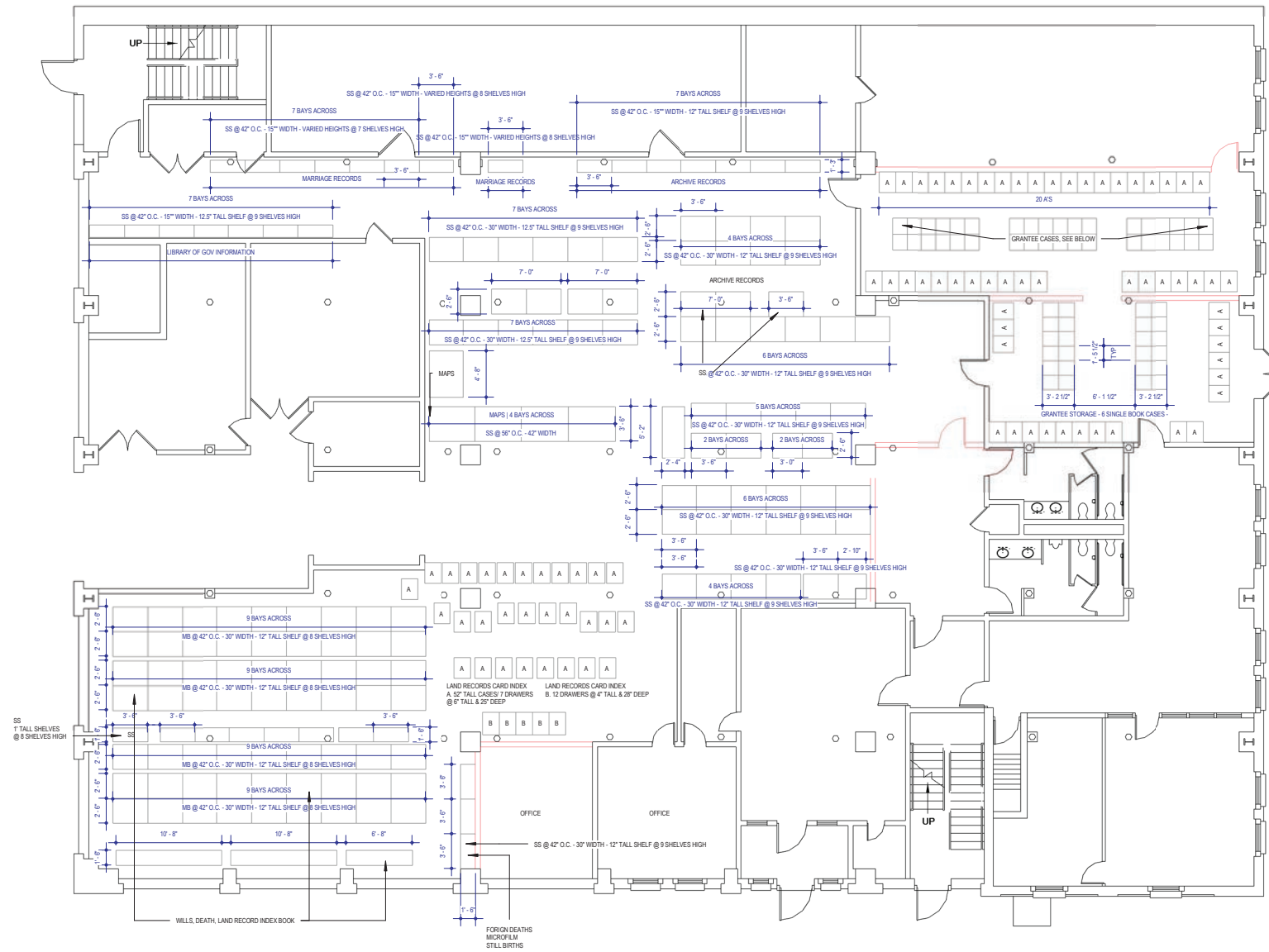


Figure F.1 Naylor Court Level 1 (1/16" = 1'-0")

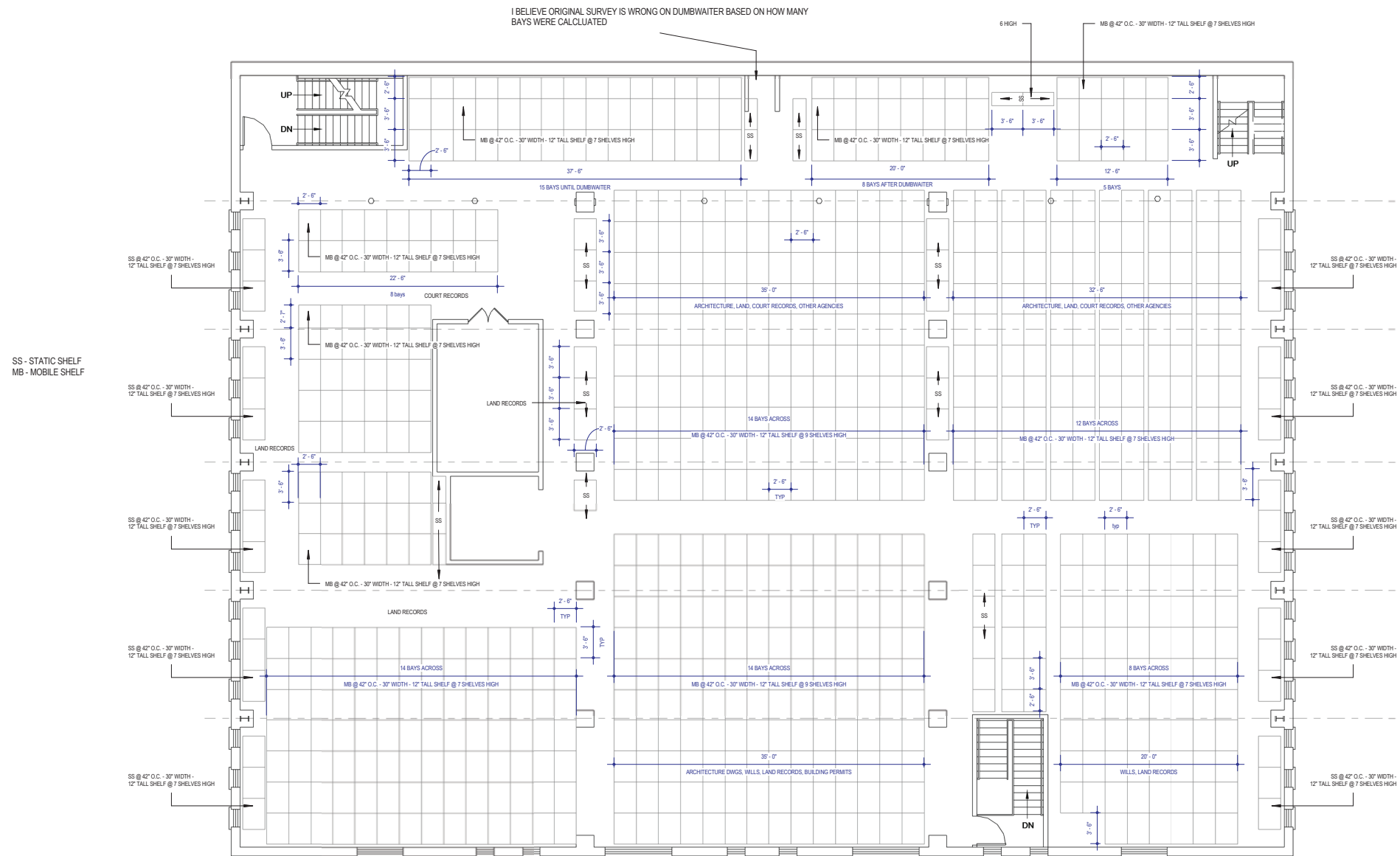


Figure F.2 Naylor Court Level 2 (1/16" = 1'-0")

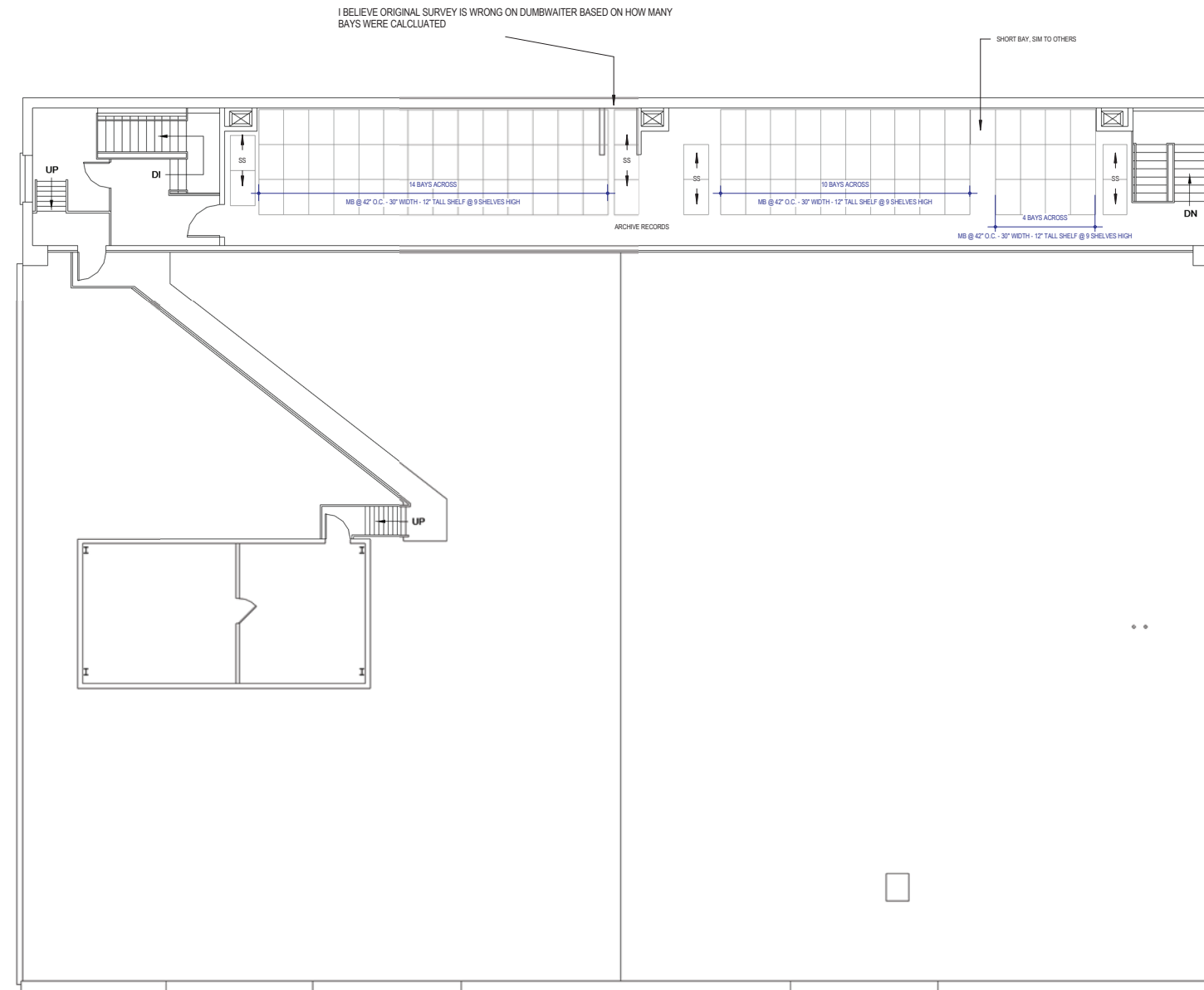


Figure F.3 Naylor Court Level 3 (1/16" = 1'-0")

APPENDIX G - DC/OPR PROJECT – PROGRAMMING, INVENTORIES, AND FUTURE PLANNING

The following August 3, 2015 report identifies records holdings and next steps for the Archives facility based on those calculations.

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August 3, 2015

To: HC/EYP
From: Michele F. Pacifico

DC/OPR Project – Programming, Inventories, and Future Planning

Part I of this report summarizes the findings to date of the permanent and temporary records held by the DC Archives, records held in records centers and off-site storage locations, and records still held by DC agencies. Part II outlines HC/EYP’s approach to develop reasonable estimates to begin programming the new facility. Part III outlines recommendations for inventory work necessary to reconcile the assumptions and planning premises developed in the early stages of programming. Part IV discusses future work to continue the District’s efforts to manage the city’s records.

I. Estimates of DC Records calculated by HC/EYP

In order to establish the storage requirements for a new DC Archives facility HC/EYP began calculating the amount of archival and temporary records held by the District of Columbia. HC/EYP interviewed OPR staff and reviewed OPR records lists, Dr. Hunter’s Vision Report, customized 01 Reports provided by NARA, and the Logistics Reports provided by DGS. Details of these records findings can be found in HC/EYPS working report titled “DC/OPR- Estimates of Records. “

Below is a summary of that report.

Identified Archival Records: 61,574 cubic feet

Identified Temporary Records: 127,820 cubic feet

These include:
8,500 cu ft. at Naylor
119,320 cu ft. at NARA FRC

- Findings and Conclusions:
 - The 119,320 cu ft. of records designated “Temporary” at NARA require review and appraisal. Some of these records may be archival records.

Identified Records stored –
under Agency Custody: in excess of - 82,816 cubic feet

Preliminary information received from DGS identified 8 sites in DC and Maryland that stored DC’s archival and temporary records. Logistics surveyed 6 of

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these sites and described the records by box or container, calculated size and quantity, and designated some records as “archival.” Generally they identified records as “archival” if they were obviously old or were labeled “historic.” Any information there was about the records that Logistics labeled “archival” are highlighted in blue in the attached Estimates of Records report.

On July 31, 2015, OPR provided two lists that they compiled of DC Agencies’ offsite storage. These lists identified new storage sites different from the 8 sites that DGS had identified. It is apparent that some of these records were not included in the Logistics or Hunter report. Until we have more information, I have not added these additional records to the estimate.

Identified Records stored at Iron Mountain: 40,481 cu ft.

- Hunter’s report showed that 34,481 cu ft. of records were stored at Iron Mountain. New information on OPR list on shows an additional 6,000 cu. ft. of records at Iron Mountain and notes that the records belong to two DC agencies (DCRA and DHCF).

On July 31, 2015, OPR reported that the records at Adams Place have been relocated to DC General. No details were provided regarding the kind and quantity of records.

Conclusion:

- Further research and appraisal is necessary to calculate the quantity and type of archival records stored offsite by DC Agencies.

Unidentified Records in Agency Custody

Without current records surveys and records schedules of each DC agency it is difficult to determine the quantity and type of permanent records that are being created and will be scheduled for placement in the Archives.

- Conclusion:
 - Short Term: Calculate an estimate.
 - Long Term: Records officers must conduct surveys and records schedules need to be created and approved.

Identified Archival Records held by DC Agencies

There are other archival records stored and managed by some District agencies. Known archives include the Police Department and Sumner School. A working list is included on the attached report titled “DC/OPR- Estimates of Records.”

- Conclusion
 - Identify all city archival records and their locations.
 - Determine those records that will be stored in new archives building.
 - Establish policies to inspect and monitor archives that will stay in agency custody.
 - Long Term: Inventory of these records should be added to City Archives database and information shared with other agencies and the public.

II. Recommendations for Developing Planning Estimates

It is necessary for programming to know and understand the quantity and type of archival records that the District has now and what they can expect to receive in the future – next 10, 20 and 30 years. It is also important for the District to know the quantity of temporary records that are being stored so that they can begin to make decisions about their future record center storage locations and costs.

As information is made available, the HC/EYP team continues to compile a working list of DC’s records. Without a reliable survey of DC’s records, HC/EYP will evaluate the current available records information and in consultation with staff apply statistical assumptions to determine a reasonable estimate of the working number of permanent and temporary records. Without knowing in detail the quantity and type of records, these working assumptions will allow the team to begin programming. These assumptions would then be reviewed, updated and reconciled with the programming after a preliminary inventory is completed as outlined in the next section.

III. Recommendations for Preliminary Inventory for Programming Phase

Below is an outline of a work plan that would result in a working estimate of DC’s archival and temporary records. This will not be a comprehensive inventory but rather a thoughtful study to obtain reasonable estimates of the number and types of records that must be planned for in the new facility. Below is a recommended approach that builds on the information that the city already has about its records.

1. Background Research

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- Review current archival records series, records schedules, NARA’s FRC 01 Reports for DC Records, DC’s Logistics Report, and documentation provided by HC/EYP to understand the historical records already collected by Archives.
 - Conduct background research into other states and cities to obtain some baseline knowledge of what is deemed archival in comparable sized localities.
2. Preliminary Appraisal of the Temporary Records at NARA’s Federal Records Centers (FRC) to accomplish the following goals:
- Provide DC with an estimate of the permanent records that may have been mistakenly retired as disposable under outdated or inaccurate records schedules.
 - This task may also include identifying obvious temporary records that are past their retention period and can immediately be destroyed for direct cost savings.
 - Include descriptions, dates, quantity, volume, type of record, and a brief justification of appraisal when appropriate. (Note: all appraisals would be preliminary and will require final verification from the DC Records Administrator.)
 - A potential approach for this task is to order the SF 135 forms (Records Transmittal and Receipt) from NARA and conduct a sample review of their accuracy. Some records will need to be reviewed in person at the records centers. The intent is to determine the percentage of the records that are permanent and will be transferred to the new Archives and to determine the range of error.
3. Preliminary appraisal of the Unscheduled records stored at NARA’s FRC
- Similar to the appraisal of the Temporary records stored at the FRC, the first step would be to review the SF 135 forms, sample their validity, and review in person.
4. Preliminary appraisal of records stored at 6 storage sites in DC and MD
- Expanding on the survey work done by Logistics at 6 sites to verify that the records already identified as “archives” are, in fact, archival and provide precise measurements in cubic feet.
 - Conduct a sample review for accuracy of Logistics descriptions of records.
 - Conduct a general appraisal of the records at the 6 sited identified in Logistics’ report.

5. Analysis of records stored at sites that have not been surveyed by Logistics, including Iron Mountain and those listed in Appendix A
 - Obtain lists or descriptions if available.
 - Obtain existing records schedules.
 - Identify significant archival records for identified agencies.
 - Conduct samples and analysis based on agency mission and best-known practices.
 - Estimate permanent records quantities and types based on available information.

6. Analysis of records still in agency custody
 - Identify significant archival records for a sample of agencies.
 - Obtain existing records schedules.
 - Estimate permanent records quantities and growth based on findings, agency mission, and comparable archival institutions.
 - Identify types of records – paper, photo, AV, digital, oversized, etc.
 - Identify gaps in information.

IV. Recommendations for Future Planning and Inventories

Below is a draft list of future tasks that continue the District’s efforts to manage the city’s records.

1. Develop move preparation plan for Naylor Court records. Tasks include:
 - Identify records that need treatment or re-boxing before move.
 - Develop a location register for records in new building.
 - Identify records at Naylor that are not moving to new building and destroy and/or determine relocation.

2. Develop plan to evaluate and move archival records from storage sites.

3. Develop plan for temporary records located at storage sites.
 - If possible, identify records that can be destroyed and begin destruction.

4. Train records officers to conduct records surveys and update or develop records schedules for DC Agencies.
 - Prioritize those agencies that already have records in records center so records destruction can begin as soon as records schedules are developed or updated.

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4. Develop policies and procedures for reimbursable agreements for records storage services.
5. Begin implementation of records schedules and retire agency records to records centers.

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APPENDIX H - FULL RECORDS TABULATION

The expanded methodology for tabulating the Archives and Records Center storage is shown in the following tables.

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Table H.1 Complete Assessment of OPR Permanent and Temporary Holdings

	Type of Holdings	Location	Current Holdings per Data Provided by DGS & OPR*							Estimated Transfer of Permanent Holdings*			Estimated Purge of Temporary Holdings*			Estimated Holdings for Move and Space Planning*						Notes		
			Records Center Records							Assumed Division of Permanent Records (Based Upon 20% Split Per Analysis of NARA FRC 01 Reports)			Assumed Division of Temporary Records (Based Upon 28% Split Per Analysis of NARA FRC 01 Reports)			New DC Archives			New DC Records Center					
			Total	Archival	Scheduled		Unscheduled			Subtotal of Permanent Holdings	Estimate of "NONTRANSFERABLE" Holdings	Estimate of "TRANSFERABLE" Holdings	Subtotal of Temporary Holdings	Estimate of Expired Holdings	Estimate of Unexpired Holdings	Archival Holdings	Estimate of "TRANSFERABLE" Permanent Holdings	Total Anticipated Archival Holdings	Estimate of "NONTRANSFERABLE" Permanent Holdings	Estimate of "UNEXPIRED" Temporary Holdings	Total Anticipated Records Center Holdings			
Permanent	Temporary	Total Unscheduled			Estimated Permanent	Estimated Temporary																		
OPR-Funded Sites	OPR	Archival	Naylor Court	19,103	19,103									19,103		19,103			0					
	NARA	Records Center	Naylor Court	28,500		20,000	8,500			20,000	16,000	4,000			4,000	4,000		16,000	8,500	24,500				
		Archival	Archives II 8601 Adelphi Rd, College Park, MD	1,594	1,594									1,594		1,594				0				
		Records Center	Suitland, MD and Various Other FRC Sites	154,848		20,877	119,320	14,651	4,879	9,772	25,756	20,605	5,151		5,151	5,151		20,605	92,946	113,551				
				204,045	20,697	40,877	127,820	14,651	4,879	9,772	45,756	36,605	9,151		129,092	36,146	101,446	20,697	9,151	29,848	36,605	101,446	138,051	Subtotal
SURVEYED [Water/Logistics]	DGS	1100 Alabama Ave SE	1,965				1,965	655	1,310	655	524	131			131	131		524	943	1,467				
	DCGH	1900 Massachusetts Ave SE	1,572				1,572	524	1,048	524	419	105			105	105		419	755	1,174				
	DCGH	1900 Massachusetts Ave SE	5,658				5,658	1,885	3,773	1,885	1,508	377			377	377		1,508	2,717	4,225				
		Varies (as listed in LSI Survey)	2000 14th Street NW	5,010				5,010	1,669	3,341	1,669	1,335	334			334	334		1,335	2,406	3,741			
		DCOZ	441 4 th Street NW	1,430				1,430	477	953	477	382	95			95	95		382	686	1,068			
		Varies (as listed in LSI Survey)	4 DC Village Lane SW	23,999				23,999	7,992	16,007	7,992	6,394	1,598			1,598	1,598		6,394	11,525	17,919			
		DGS	8400 River Rd, Laurel, MD	1,045				1,045	348	697	348	278	70			70	70		278	502	780			
		DGS / DCPS	1709 3rd Street NE	4,224				4,224	1,407	2,817	1,407	1,126	281			281	281		1,126	2,028	3,154			
		[Unknown]	Adams Place	(unreported)				(unreported)																
					44,903			44,903	14,957	29,946	14,957	11,966	2,991			2,991	2,991		11,966	21,561	33,527			
														0	2,991	2,991								
	NON-SURVEYED [Per LSI Received from OPR on 7/21/15]	DHCF	Iron Mountain	12,484				12,484	4,158	8,326	4,158	3,326	832			832	832		3,326	5,995	9,321			
		DHCF	Bldg 6 - DC General Hospital	25,000				25,000	8,325	16,675	8,325	6,660	1,665			1,665	1,665		6,660	12,006	18,666			
		DHCF	Bldg 11 - DC General Hospital	10,000				10,000	3,330	6,670	3,330	2,664	666			666	666		2,664	4,802	7,466			
		DHCF	441 4 th Street NW	500				500	167	333	167	134	33			33	33		134	240	373			
		DCRA	1100 4 th Street SW	13,000				13,000	4,329	8,671	4,329	3,463	866			866	866		3,463	6,243	9,706			
		DCRA	Iron Mountain	30,000				30,000	9,990	20,010	9,990	7,992	1,998			1,998	1,998		7,992	14,407	22,399			
		DOES	Record Storage Site (?)	5,000				5,000	1,665	3,335	1,665	1,332	333			333	333		1,332	2,401	3,733			
		OTR	1101 4 th Street NW	2,000				2,000	666	1,334	666	533	133			133	133		533	960	1,493			
OTR		DC General Hospital	400				400	134	266	134	107	27			27	27		107	192	299				
DDOT		Reeves Center	5,010				5,010	1,669	3,341	1,669	1,335	334			334	334		1,335	2,406	3,741				
OAG		441 4 th Street NW	5,000				5,000	1,665	3,335	1,665	1,332	333			333	333		1,332	2,401	3,733				
OSSE		810 1 st Street NE	500				500	167	333	167	134	33			33	33		134	240	373				
OSSE		1709 3 rd Street NE	500				500	167	333	167	134	33			33	33		134	240	373				
DCPS		1830 Constitution Ave NE	1,000				1,000	333	667	333	266	67			67	67		266	480	747				
DYRS		8400 River Rd, Laurel, MD	1,500				1,500	500	1,000	500	400	100			100	100		400	720	1,120				
DMH		St. Elizabeth's Campus (Various Sites)	80,000				80,000	26,640	53,360	26,640	21,312	5,328			5,328	5,328		21,312	38,419	59,731				
DMH		64 New York Ave NE	600				600	200	400	200	160	40			40	40		160	288	448				
DHS		645 H Street NE	700				700	234	466	234	187	47			47	47		187	336	523				
Unknown		33 rd Street NE	7,500				7,500	2,498	5,002	2,498	1,998	500			500	500		1,998	3,601	5,600				
				200,694			200,694	66,837	133,857	66,837	53,470	13,367			13,367	13,367		53,470	96,377	149,847				
													0	13,367	13,367									
Total - All Holdings				449,642	20,697	40,877	127,820	14,651	4,879	9,772	45,756	36,605	9,151	20,697	25,510	46,207	102,040	219,384	321,424					
Total of Currently Accessioned Archival Holdings					20,697									20,697										
Total of Records Center Records - Currently Scheduled Permanent						40,877																		
Total of Records Center Records - Currently Scheduled Temporary							127,820																	
Total of Records Center Records - Currently Unscheduled								260,248																
Portion of Unscheduled Records Estimated to have Permanent Disposition								86,673																
Portion of Unscheduled Records Estimated to have Temporary Disposition									173,575															
Total of CURRENTLY SCHEDULED and ESTIMATED Permanent Holdings								127,550																
Estimated Subtotal of "NONTRANSFERABLE" Permanent Holdings									102,040															
Estimated Subtotal of "TRANSFERABLE" Permanent Holdings										25,510														
Total of CURRENTLY SCHEDULED and ESTIMATED Temporary Holdings										322,841														
Estimated Subtotal of "EXPIRED" Temporary Holdings											82,011													
Estimated Subtotal of "UNEXPIRED" Temporary Holdings												219,384												
Total of Currently Accessioned Archival Holdings					20,697									20,697										
Estimated Subtotal of "TRANSFERABLE" Permanent Holdings															25,510									
Estimated Total of Holdings for Storage on "Day 1" in New Archives Building																46,207								
Estimated Subtotal of "NONTRANSFERABLE" Permanent Holdings																	102,040							
Estimated Subtotal of "UNEXPIRED" Temporary Holdings																		219,384						
Estimated Total of Holdings for Storage on "Day 1" in New Records Center																				321,424				

*Measured in cubic feet (CF) of records

APPENDIX I - TYPICAL SHELVING CONFIGURATIONS

To properly price the implementation of the different storage configurations, the project team designed storage scenarios for the following six storage options:

1. Fixed Shelving / Low Density (7 shelves high)
2. Compact Mobile Shelving / Low Density (7 shelves high)
3. Fixed Shelving / Medium Density (15 shelves high)
4. Compact Mobile Shelving / Medium Density (15 shelves high)
5. Fixed Shelving / High Density (25 shelves high)
6. Compact Mobile Shelving / High Density (25 shelves high)

The series of diagrams that follow have been used to generate the cost estimates for Archives and Records Center storage found in this report.

APPENDICES \ APPENDIX I - TYPICAL SHELVING CONFIGURATIONS

APPENDICES \ APPENDIX I - TYPICAL SHELVING CONFIGURATIONS

FIXED SHELVING / LOW DENSITY
7 SHELVES HIGH

TWO BAY FOOTPRINT = 1,941 SF

CF : SF = 2 : 1

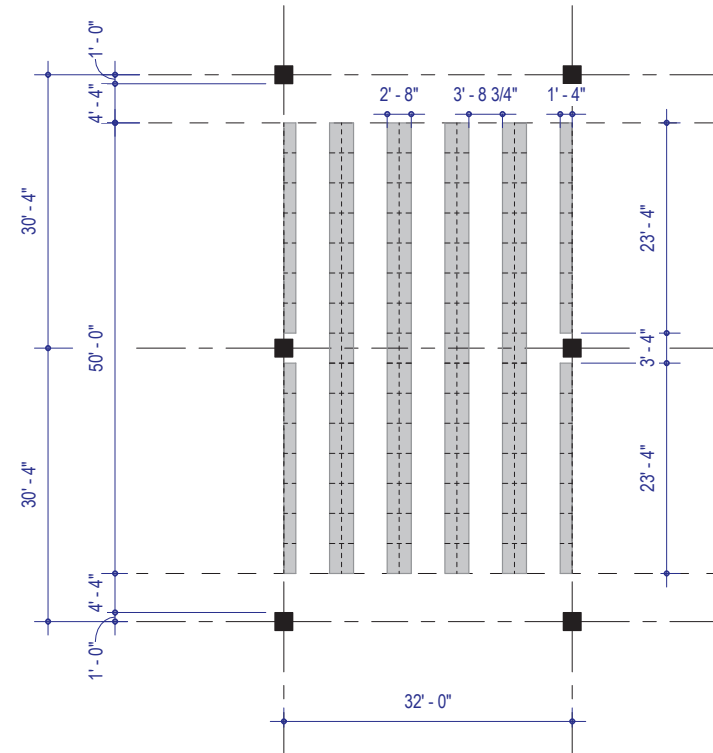
CF = 3,872 CF

CF : SF = 2 : 1

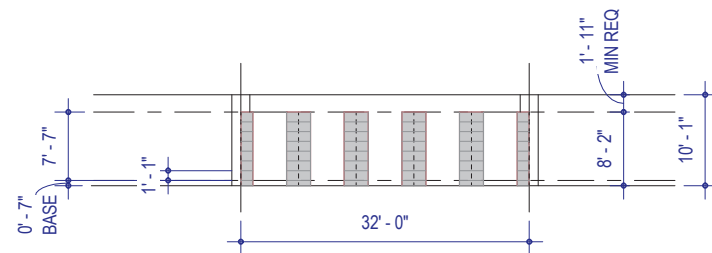
TOTAL CF OF STORAGE = 500,000 CF

TOTAL STORAGE FOOTPRINT = 250,000 SF

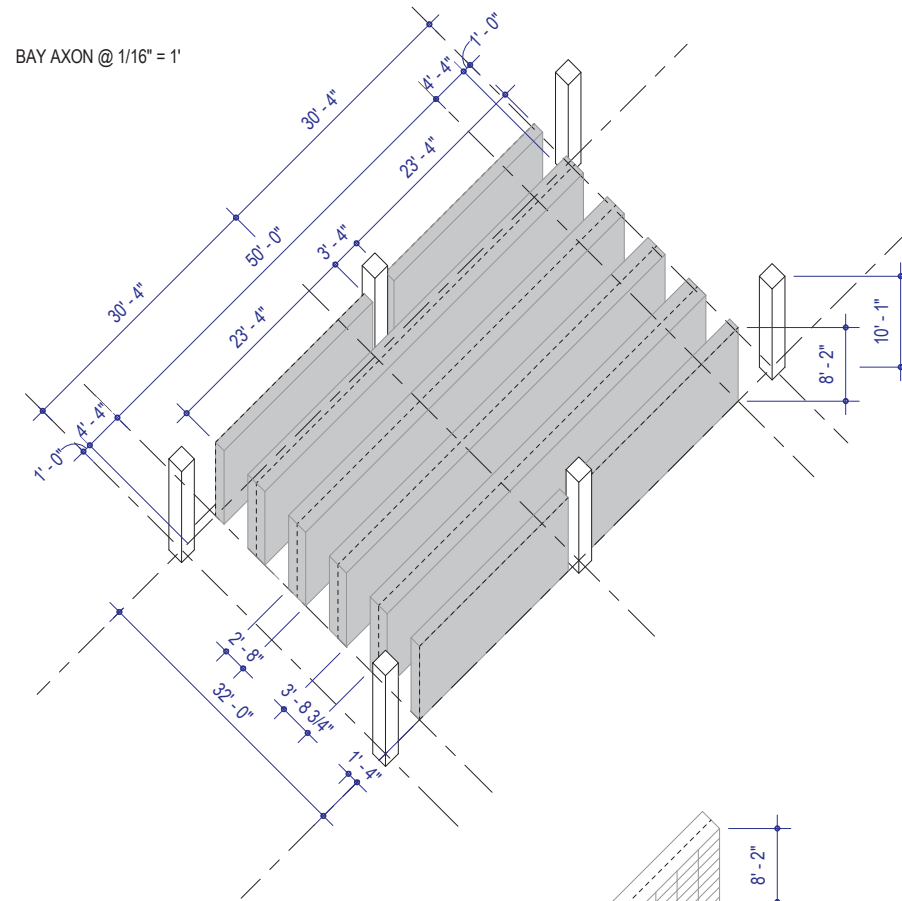
PLAN @ 1/16" = 1'



SECTION @ 1/16" = 1'



BAY AXON @ 1/16" = 1'



STORAGE AXON @ 1/16" = 1'

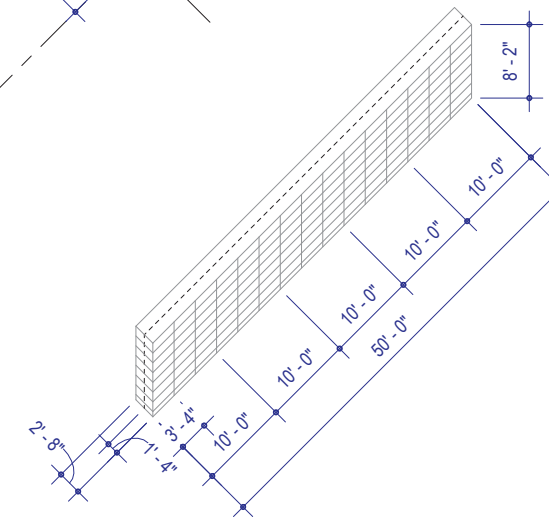


Figure I.1 Fixed Shelving / Low Density (7 Shelves High) Typical Shelving Configuration (3/64" = 1'-0")

APPENDICES \ APPENDIX I - TYPICAL SHELVING CONFIGURATIONS

COMPACT MOBILE / LOW DENSITY
7 SHELVES HIGH

PLAN @ 1/16" = 1'

TWO BAY FOOTPRINT = 1,941 SF

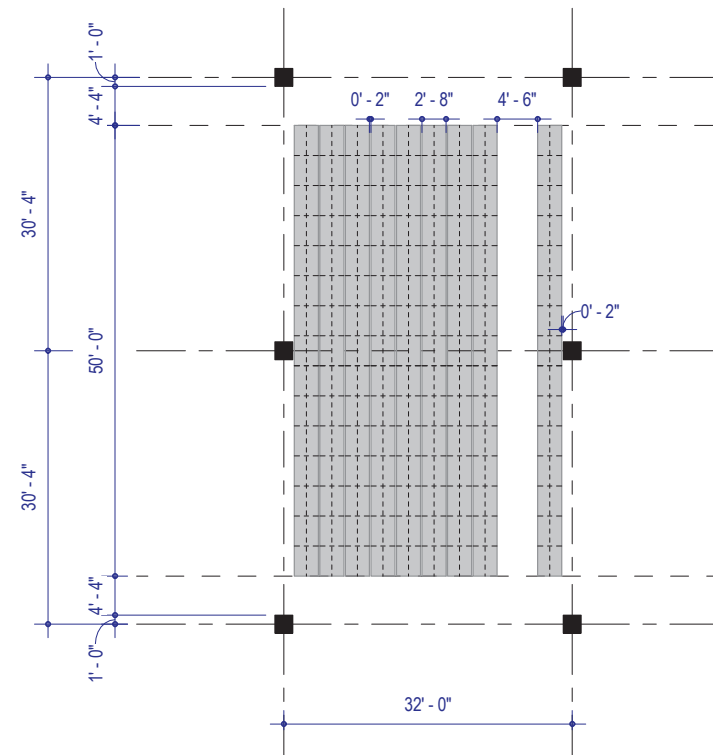
CF : SF = 3.8 : 1

CF = 7,357 CF

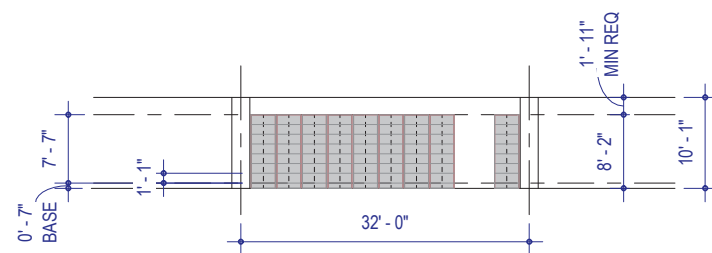
CF : SF = 3.8 : 1

TOTAL CF OF STORAGE = 500,000 CF

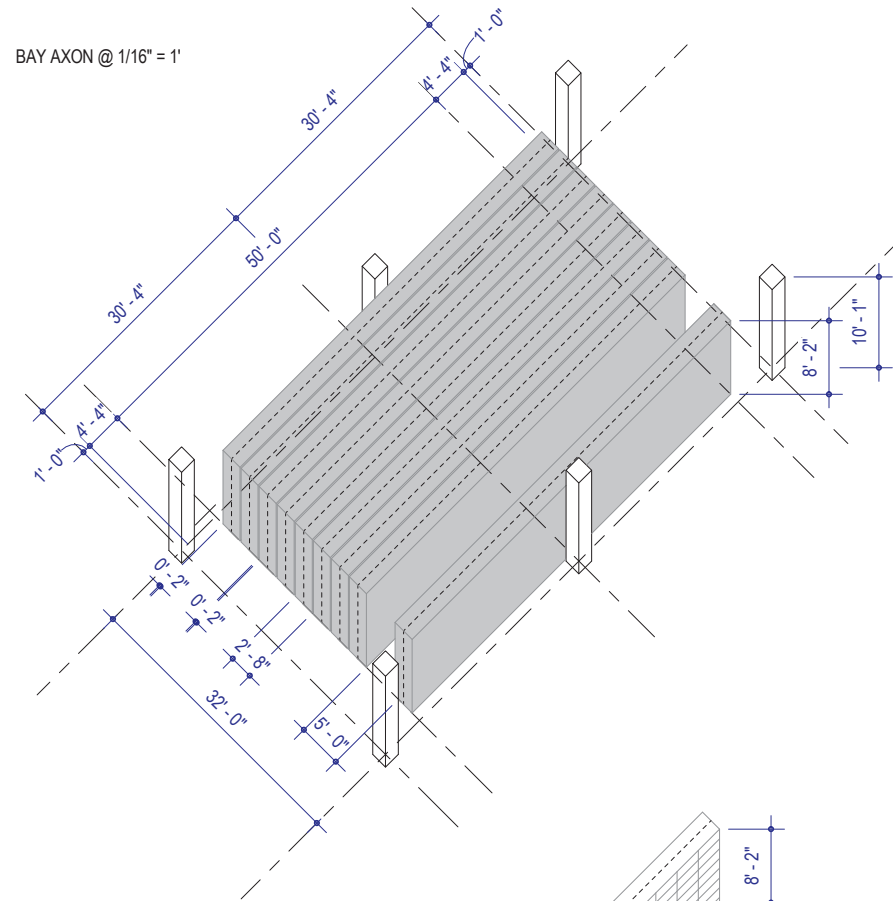
TOTAL STORAGE FOOTPRINT = 131,579 SF



SECTION @ 1/16" = 1'



BAY AXON @ 1/16" = 1'



STORAGE AXON @ 1/16" = 1'

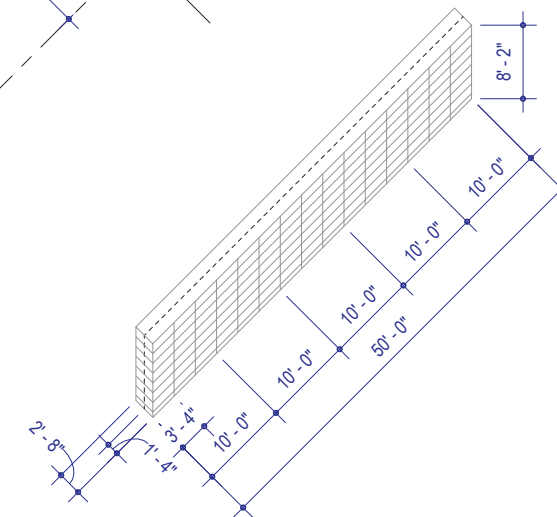


Figure I.2 Compact Mobile Shelving / Low Density (7 Shelves High) Typical Shelving Configuration (3/64" = 1'-0")

APPENDICES \ APPENDIX I - TYPICAL SHELVING CONFIGURATIONS

FIXED SHELVING / MEDIUM DENSITY
15 SHELVES HIGH

PLAN @ 1/16" = 1'

TWO BAY FOOTPRINT = 1,941 SF

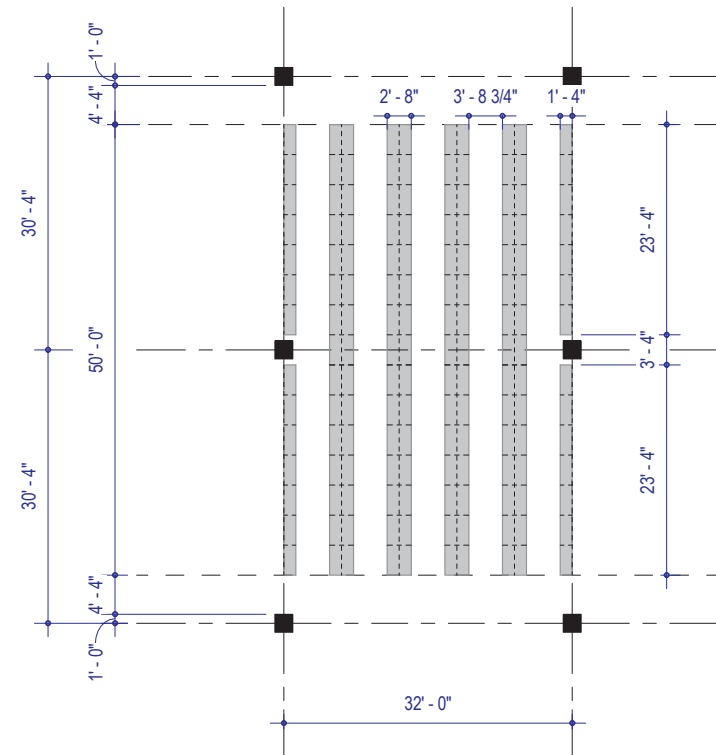
CF : SF = 4.4 : 1

CF = 8,518 CF

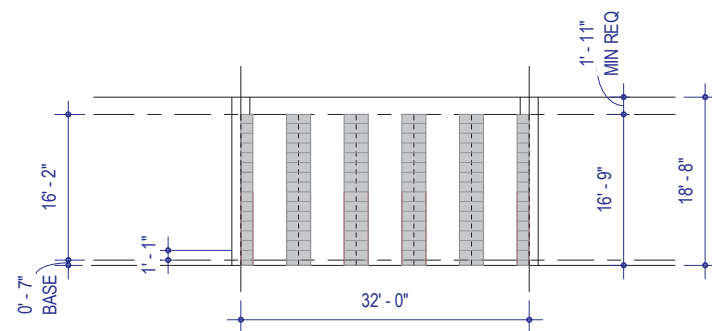
CF : SF = 4.4 : 1

TOTAL CF OF STORAGE = 500,000 CF

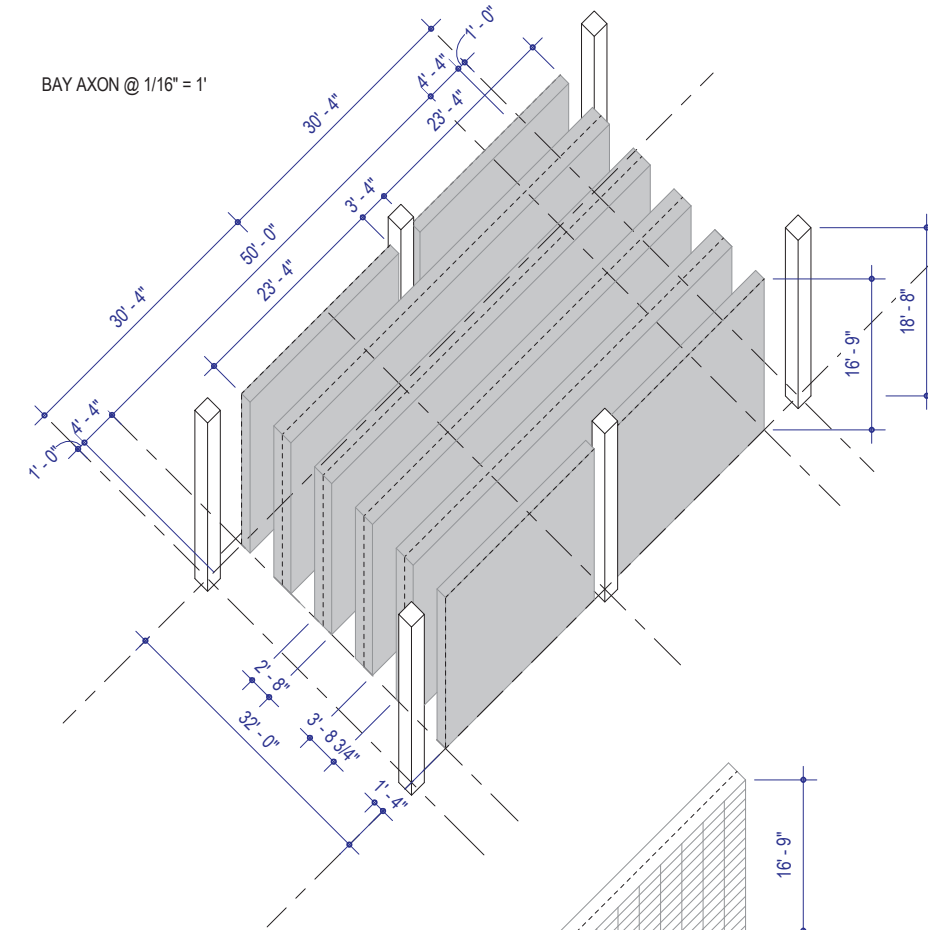
TOTAL STORAGE FOOTPRINT = 113,636 SF



SECTION @ 1/16" = 1'



BAY AXON @ 1/16" = 1'



STORAGE AXON @ 1/16" = 1'

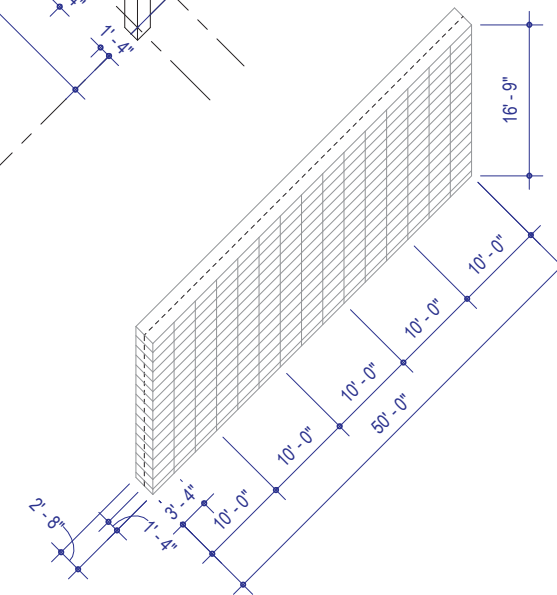


Figure I.3 Fixed Shelving / Medium Density (15 Shelves High) Typical Shelving Configuration (3/64" = 1'-0")

APPENDICES \ APPENDIX I - TYPICAL SHELVING CONFIGURATIONS

COMPACT MOBILE / MEDIUM DENSITY
15 SHELVES HIGH

TWO BAY FOOTPRINT = 1,941 SF

CF : SF = 8 : 1

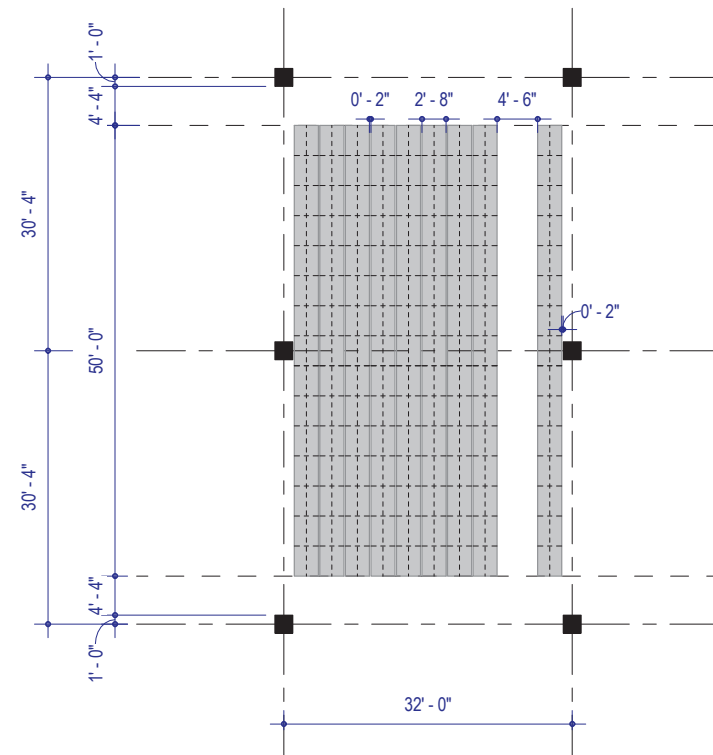
CF = 15,488 CF

CF : SF = 8 : 1

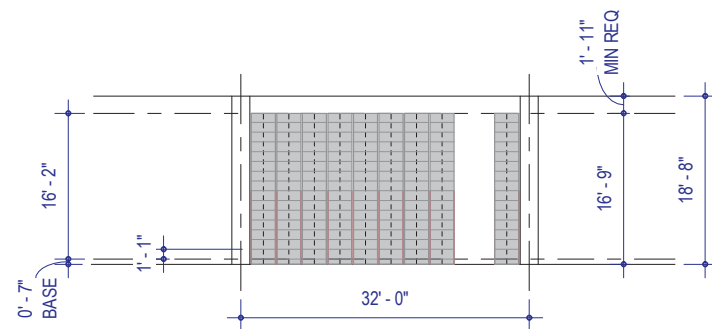
TOTAL CF OF STORAGE = 500,000 CF

TOTAL STORAGE FOOTPRINT = 62,500 SF

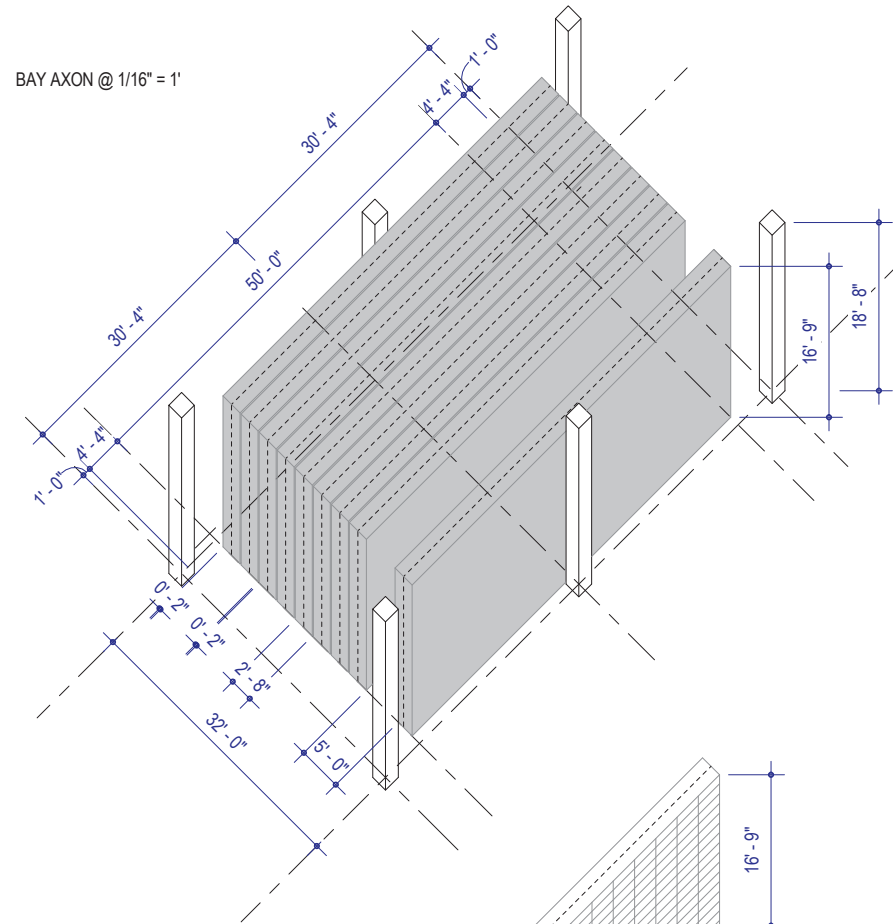
PLAN @ 1/16" = 1'



SECTION @ 1/16" = 1'



BAY AXON @ 1/16" = 1'



STORAGE AXON @ 1/16" = 1'

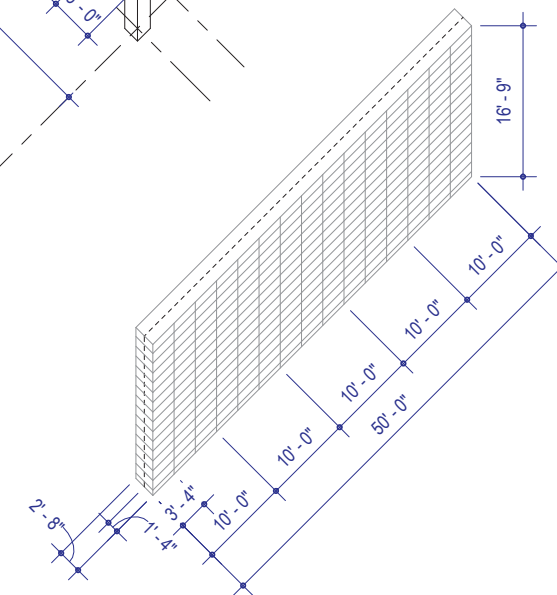


Figure I.4 Compact Mobile Shelving / Medium Density (15 Shelves High) Typical Shelving Configuration (3/64" = 1'-0")

APPENDICES \ APPENDIX I - TYPICAL SHELVING CONFIGURATIONS

FIXED SHELVING / HIGH DENSITY
25 SHELVES HIGH

PLAN @ 1/16" = 1'

FOOTPRINT = 2,383 SF
CF : SF = 11 : 1
CF = 27,040 CF

CF : SF = 11 : 1
TOTAL CF OF STORAGE = 500,000 CF
TOTAL STORAGE FOOTPRINT (80% EFFICIENCY TO ALLOW FOR SUPERSTRUCTURE) = 45,455 SF

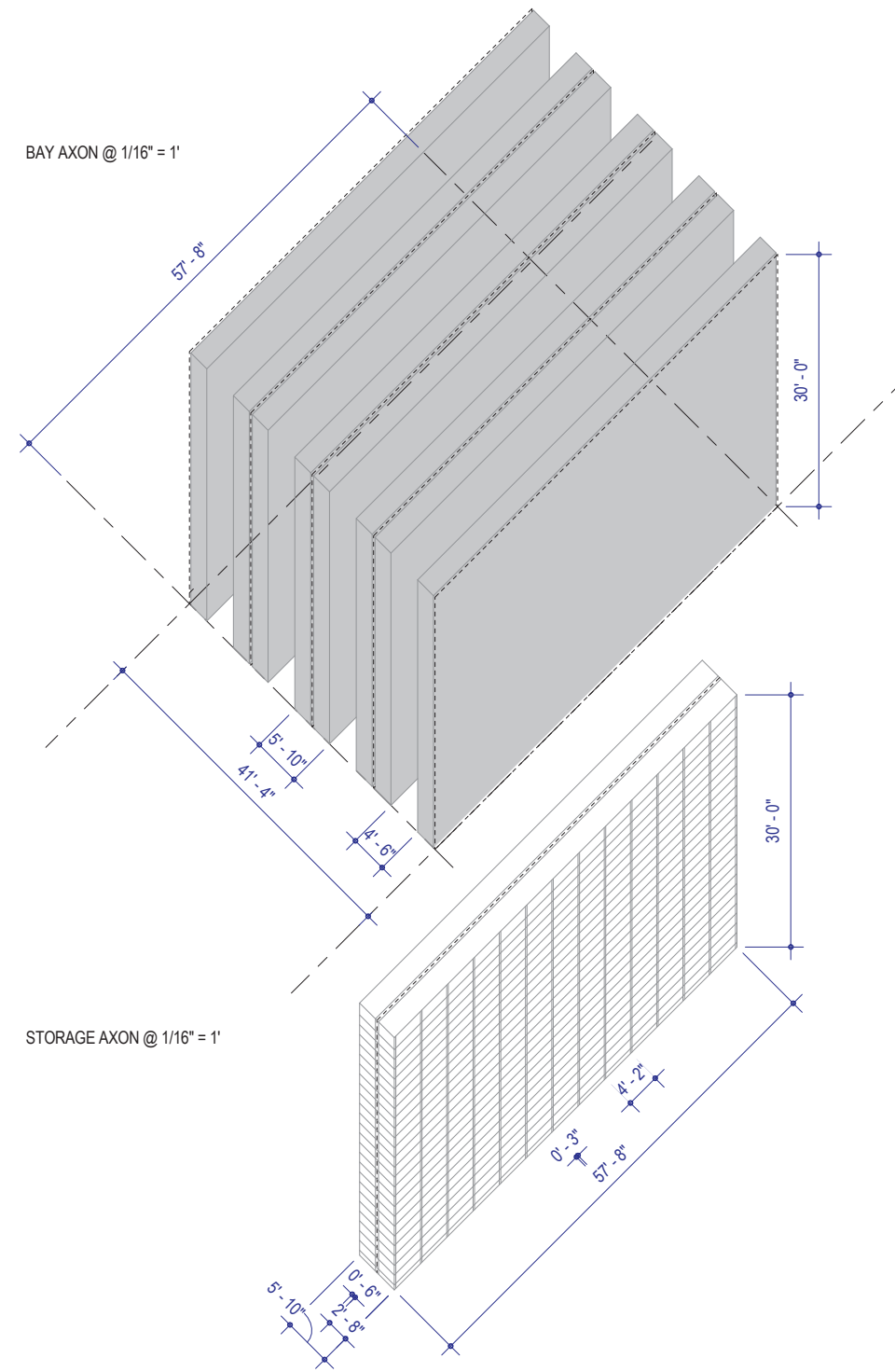
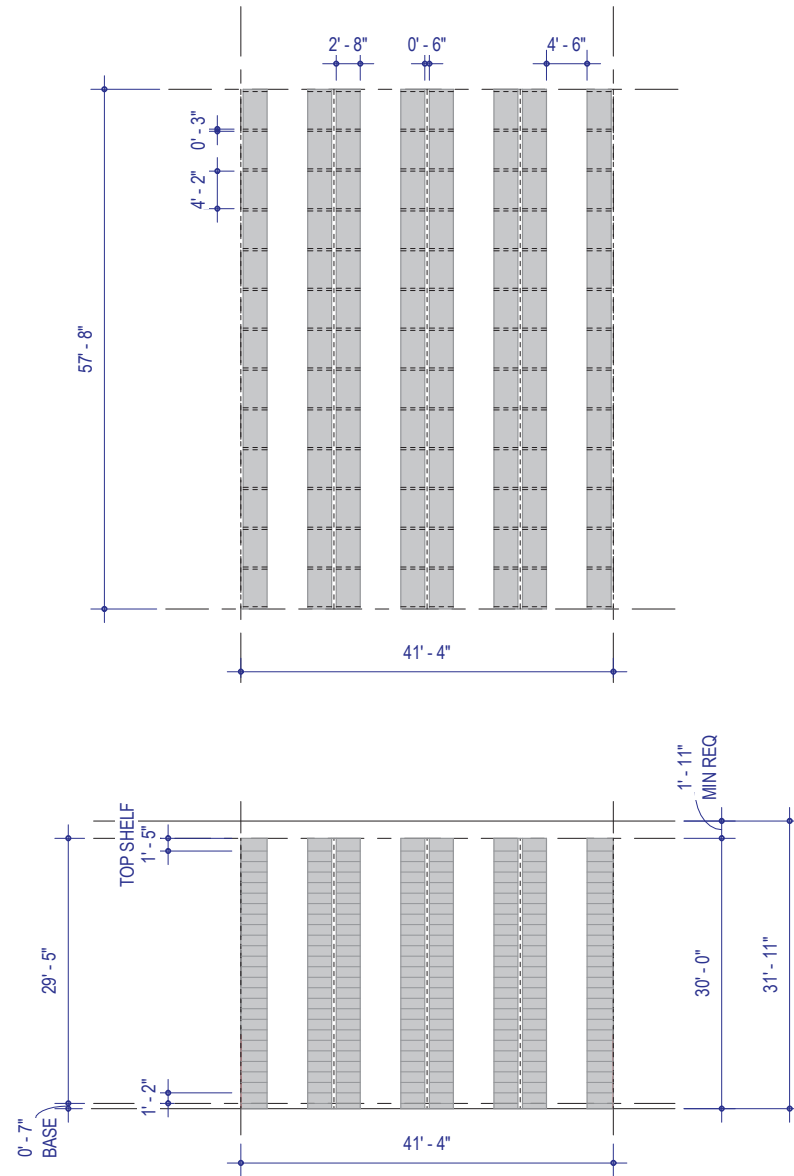


Figure I.5 Fixed Shelving / High Density (25 Shelves High) Typical Shelving Configuration (3/64" = 1'-0")

APPENDICES \ APPENDIX I - TYPICAL SHELVING CONFIGURATIONS

COMPACT MOBILE / HIGH DENSITY
25 SHELVES HIGH

PLAN @ 1/16" = 1'

FOOTPRINT = 2,393 SF
CF : SF = 17 : 1
CF = 40,560 CF

CF : SF = 17 : 1
TOTAL CF OF STORAGE = 500,000 CF
TOTAL STORAGE FOOTPRINT (80% EFFICIENCY TO ALLOW FOR SUPERSTRUCTURE) = 29,412 SF

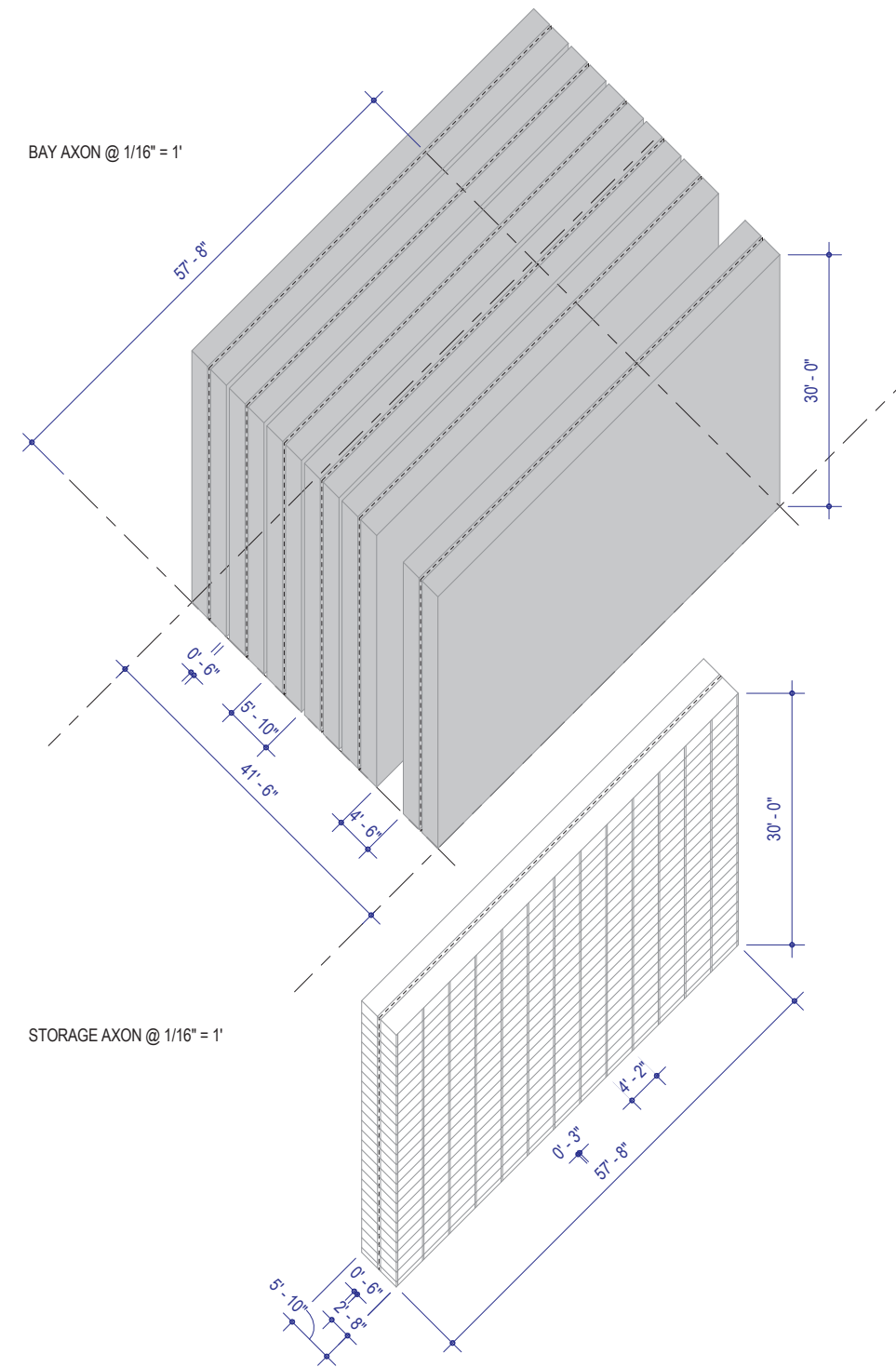
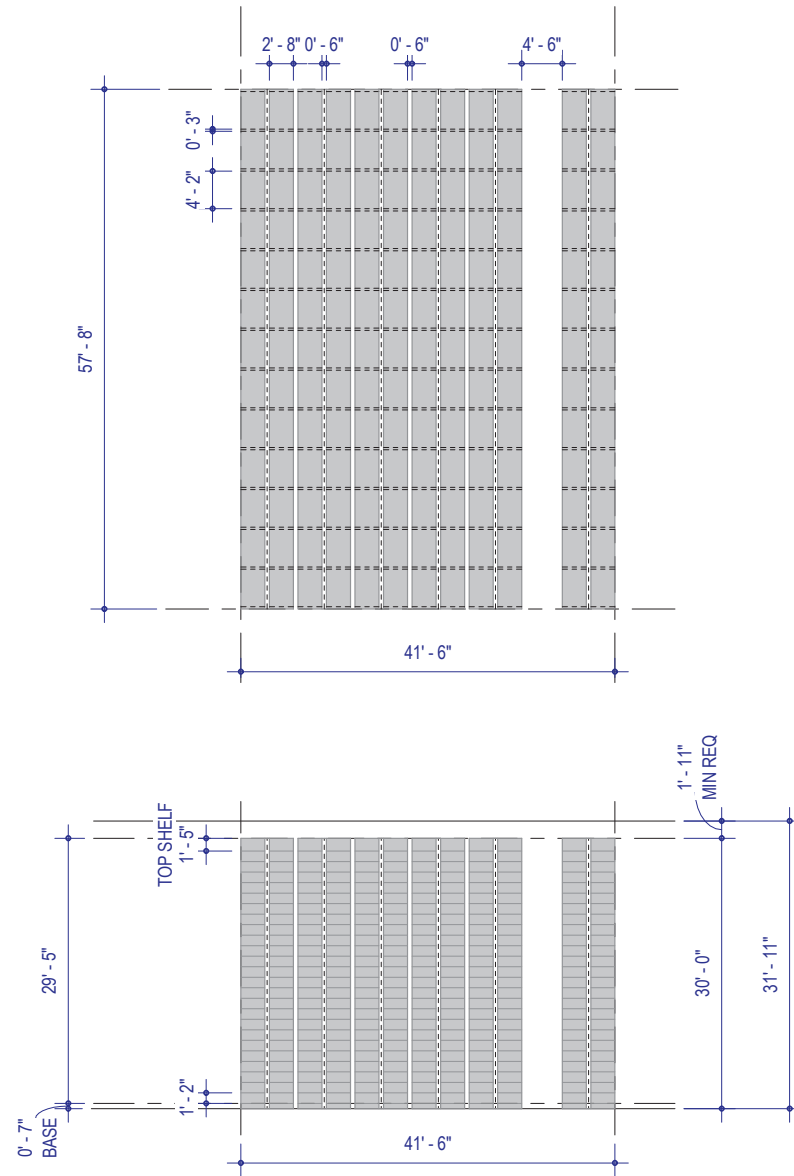


Figure I.6 Compact Mobile Shelving / High Density (25 Shelves High) Typical Shelving Configuration (3/64" = 1'-0")

APPENDIX J - EXPANDED OPTION DESCRIPTIONS & COST ESTIMATES

This report presents a total of seven options for OPR's new Archives and Records Center facilities. Of these options, four consider building size implications and three consider co-location alternatives. This appendix provides an expanded look at the definitions and implications of these options.

Building Size Options

Option 1 describes a stand-alone and purpose-built Archives building as outlined in the city's original RFP. The area of the DCPL Operations Center is addressed, but is shown to be accommodated as part of a separate DCPL project.

Option 2 describes a stand-alone OPR facility that is retrofit into a renovated existing typical DC office building. Storage areas expand dramatically as a result of the assumption that only 7-high fixed shelving can be used due to limited structural load capacities and floor-to-floor heights. The DCPL Operations Center is addressed as a separate DCPL project.

Options 3 & 4 show the space-saving benefits of utilizing even higher density shelving systems. Option 3 is based on 25-high fixed shelving, and Option 4 is based on 25-high compact mobile shelving. The DCPL Operations Center is co-located with the OPR facility.

Co-Location Options

Option A shows the required space in the MLK building if the full complement of the "public facing" functions were co-located at MLK. Given the load and ceiling constraints of MLK, the archival holdings would require an enormous area – more than 1/3 of the building.

Option B is based on the 12,000 SF block of space on Level A that was identified to the project team. Working with the understanding that this space would also need to contain the specialized MEP systems that serve the storage space, 9,000 SF of space in this option can be used for storage of archival holdings at MLK. All the rest of OPR's archival holdings would be stored in the OPR facility. All other functions were split to reflect how much space OPR would need to service and support the holdings stored at MLK (reception, research, receiving, processing, etc.). This option proposes 28,500 GSF of total space for other functions. If there were a desire for OPR to occupy a larger share of the building, a larger amount of storage area would need to be identified. Option B also shows that numerous programmatic functions will be partially duplicated as a result of splitting the archival collection into two different facilities.

Option C is the same as Option 1, but co-locates the DCPL Operations Center with the OPR facility.

Comparison and Cost

The following tables provide a side-by-side comparison of the size and cost implications of these seven options.

APPENDICES \ APPENDIX J - EXPANDED OPTION DESCRIPTIONS & COST ESTIMATES

APPENDICES \ APPENDIX J - EXPANDED OPTION DESCRIPTIONS & COST ESTIMATES

Table J.1 Complete Overview of Building Size Options & Co-Location Options

	Stand-Alone OPR Facility									OPR and DCPL Functions Co-Located														
	Purpose-Built New Building Compact Mobile Shelving / Medium Density 15 Shelves High DCPL Operations Center Not in OPR			Retrofit into Converted Existing Building Fixed Shelving / Low Density 7 Shelves High DCPL Operations Center Not in OPR			Purpose-Built New Building Fixed Shelving / High Density 25 Shelves High DCPL Operations Center Co-Located at New OPR Facility			Purpose-Built New Building Compact Mobile Shelving / High Density 25 Shelves High DCPL Operations Center Co-Located at New OPR Facility			All Archival Holdings at MLK OPR Public Functions at MLK Purpose-Built New Building DCPL Ops Ctr at New OPR Facility OPR: Compact Mobile Shelving / Medium Density 15 Shelves High DCPL/MLK: Fixed Shelving / Low Density 7 Shelves High			Some Archival Holdings at MLK OPR Public Functions Duplicated Purpose-Built New Building DCPL Ops Ctr at New OPR Facility OPR: Compact Mobile Shelving / Medium Density 15 Shelves High DCPL/MLK: Fixed Shelving / Low Density 7 Shelves High			Purpose-Built New Building Compact Mobile Shelving / Medium Density 15 Shelves High DCPL Operations Center Co-Located at New OPR Facility					
	Option 1 <i>Old Option A</i>			Option 2 <i>Old Option B</i>			Option 3 <i>Old Option D</i>			Option 4 <i>Old Option E</i>			Option A <i>Old Option F</i>			Option B <i>Old Option G</i>			Option C <i>Old Option C</i>					
	Area in OPR Bldg.	Area in DCPL Bldg.	Total	Area in OPR Bldg.	Area in DCPL Bldg.	Total	Area in OPR Bldg.	Area in DCPL Bldg.	Total	Area in OPR Bldg.	Area in DCPL Bldg.	Total	Area in OPR Bldg.	Area in DCPL Bldg.	Total	Area in OPR Bldg.	Area in DCPL Bldg.	Total	Area in OPR Bldg.	Area in DCPL Bldg.	Total			
Reception Area	4,450	0	4,450	4,450	0	4,450	4,450	0	4,450	4,450	0	4,450	500	4,450	4,950	2,050	4,450	6,500	4,450	0	4,450			
	• Lobby/Reception - 500 SF • Patron Lounge/Lockers - 400 SF • Exhibits & Event Support - 2,000 SF • Vending Area - 150 SF • Security - 200 SF • Multi Use Meeting Space - 1,200 SF			• Same functions as listed in Option A			• Same functions as listed in Option A			• Same functions as listed in Option A			• OPR Facility constitutes what is essentially just a Records Center - program functions are limited to just a modest lobby, security space, and vending. • Full complement of OPR "Reception Area" functions will need to be accommodated at MLK Library • 500 SF of "Reception Area" is duplicated.			• Area in OPR Facility is reduced to reflect a smaller multipurpose room • Full complement of OPR "Reception Area" functions will need to be accommodated at MLK Library • 2,050 SF of area is duplicated			• Same functions as listed in Option A					
Research Area	4,740	0	4,740	4,740	0	4,740	4,740	0	4,740	4,740	0	4,740	500	4,740	5,240	4,740	3,940	8,680	4,740	0	4,740			
	• Registration/Consultation - 600 SF • Reading Room - 2,500 SF • Reference Library - 500 SF • Computers - 240 SF • Microfilm/AV research - 300 SF • Copying - 150 SF • Holding Area - 300 SF			• Same functions as listed in Option A			• Same functions as listed in Option A			• Same functions as listed in Option A			• OPR Facility constitutes what is essentially just a Records Center - program functions are limited to a small reading room space and copy functions. • Full complement of OPR "Research Area" functions will need to be accommodated at MLK Library • 500 SF of "Research Area" is duplicated			• OPR Facility retains the full complement of the "Research Area" programmatic functions. • All functions are duplicated at MLK but to a lesser degree as the capacity and work flow is reduced. This includes less space for Reference Library, Hold Area, and Microfilm/AV. • 3,940 SF of "Research Area" is duplicated			• Same functions as listed in Option A					
Staff Work Areas	9,590	0	9,590	9,590	0	9,590	9,590	0	9,590	9,590	0	9,590	500	9,590	10,090	9,590	2,100	11,690	9,590	0	9,590			
	• Processing Room(s) - 3,500 SF • Supply Storage - 750 SF • Conservation Lab - 1,000 SF • Electronic Records - 400 SF • Exhibit Prep Shop/Staging - 1,300 SF • Imaging Lab - 450 SF • Project Room/Quiet Room/Multi-Use Room - 760 SF • Offices/Workstations - 1,030 SF • Staff Lounge - 400 SF			• Same functions as listed in Option A			• Same functions as listed in Option A			• Same functions as listed in Option A			• OPR Facility constitutes what is essentially just a Records Center - program functions are limited to 2 offices and a small pantry space • Full complement of OPR "Staff Work Areas" functions will need to be accommodated at MLK Library • 500 SF of "Staff Work Area" is duplicated • Laboratory exhaust stacks need to extend 10 feet above highest roof level and be remotely located from air intakes.			• OPR Facility retains the full complement of the "Staff Work Area" programmatic functions. • Select functions are duplicated at MLK including Processing (1,000 SF), Supply Storage (300 SF), Work Stations (150 SF), Preservation/Imaging (250 SF), Conference Room (200 SF), and Staff Lounge (150 SF). • 2,100 SF of "Staff Work Area" is duplicated			• Same functions as listed in Option A					
Records Receiving	3,410	0	3,410	3,410	0	3,410	3,410	0	3,410	3,410	0	3,410	2,000	3,410	5,410	3,410	3,410	6,820	3,410	0	3,410			
	• Records Dock - 700 SF • Service Dock - 700 SF • Covered Docks - 300 SF • Trash/Recycling - 200 SF • Supply Storage - 250 SF • Freight Elevators (area incl. in GSF %) • Receiving Room - 800 SF • Dirty Room - 400 SF • Toilets - 60 SF			• Same functions as listed in Option A			• Same functions as listed in Option A			• Same functions as listed in Option A			• OPR Facility constitutes what is essentially just a Records Center - program functions include a Loading Dock, Quarantine Room, Trash/Recycling Space, Supply Storage, & some Staging Area. • Full complement of OPR "Records Receiving Area" functions will need to be accommodated at MLK Library • 2,000 SF of "Records Receiving" is duplicated			• OPR Facility retains the full complement of the "Records Receiving" programmatic functions. • All functions are duplicated at MLK without any reduction as these particular functions are equivalent in nature. • 3,410 SF of "Records Receiving Area" is duplicated			• Same functions as listed in Option A					
Archival Storage	23,200	0	23,200	92,700	0	92,700	16,900	0	16,900	10,800	0	10,800	0	92,700	92,700	20,900	9,000	29,900	23,200	0	23,200			
	• Accommodates 46,000 CF of records for "Day 1" plus growth space for a maximum capacity of 185,000 CF of archival holdings			• Textual storage - 45,000 SF • Cool Storage/Cold Storage - 8,700 SF • Digital Archives Storage - 4,000 SF • Art/Artifacts - 2,500 SF • Library of Govt. Information - 3,000 SF • Ladder and Lift storage - 200 SF			• Same functions as listed in Option A • More storage area is required because of assumed height and load restrictions of existing space			• Same functions as listed in Option A • Up to 28% less storage area needed as a result of using higher density "high-bay" shelving system			• Same functions as listed in Option A • Up to 53% less storage area needed as a result of using highest density "high-bay" shelving system			• Same functions as listed in Option A • More storage area is required because of assumed height and load restrictions of existing space • Additional cooling capacity required in MLK's central plant; redundant systems required. • Outside air must be sourced from roof - additional shaft required • Larger or additional emergency generator required to maintain environmental conditions			• Same functions as listed in Option A • More storage area is required because of assumed height and load restrictions of existing space • Additional cooling capacity required in MLK's central plan • Outside air must be sourced from roof - additional shaft required • Larger or additional emergency generator required to maintain environmental conditions			• Same functions as listed in Option A • Same amount of storage area as Option A		
Records Center Storage	40,200	0	40,200	160,700	0	160,700	29,200	0	29,200	18,900	0	18,900	40,200	0	40,200	40,200	0	40,200	40,200	0	40,200			
	• Accommodates 102,000 CF of "Permanent" records • Accommodates 220,000 CF of "Temporary" records			• Storage - Permanent RC Records - 12,750 SF (32%) • Storage - Temporary RC Records - 27,450 SF (68%)			• Same functions as listed in Option A • More storage area is required because of assumed height and load restrictions of existing space			• Same functions as listed in Option A • Up to 28% less storage area needed as a result of using higher density "high-bay" shelving system			• Same functions as listed in Option A • Up to 76% less storage area needed as a result of using highest density "high-bay" shelving system			• Same functions as listed in Option A • Same amount of storage area as Option A			• Same functions as listed in Option A • Same amount of storage area as Option A			• Same functions as listed in Option A • Same amount of storage area as Option A		
DCPL Operations Center	0	15,000	15,000	0	15,000	15,000	0	15,000	15,000	0	15,000	15,000	0	15,000	15,000	0	15,000	15,000	0	15,000				
	• Specific individual functional requirements TBD • DCPL Operations Center is accommodated in space provided by a DCPL project			• Specific individual functional requirements TBD • DCPL Operations Center is accommodated in space provided by a DCPL project			• Specific individual functional requirements TBD • DCPL Operations Center is accommodated in the OPR Project			• Specific individual functional requirements TBD • DCPL Operations Center is accommodated in the OPR Project			• Specific individual functional requirements TBD • DCPL Operations Center is accommodated in the OPR Project			• Specific individual functional requirements TBD • DCPL Operations Center is accommodated in the OPR Project			• Specific individual functional requirements TBD • DCPL Operations Center is accommodated in the OPR Project			• Specific individual functional requirements TBD • DCPL Operations Center is accommodated in the OPR Project		
Sub-Total Useable SF	85,590	15,000	100,590	275,590	15,000	290,590	83,290	0	83,290	66,890	0	66,890	58,700	114,890	173,590	95,890	22,900	118,790	100,590	0	100,590			
Gross Square Feet (74% Eff Factor)	115,434	20,230	135,665	371,685	20,230	391,916	112,332	0	112,332	90,214	0	90,214	79,168	154,951	234,119	129,326	30,885	160,211	135,665	0	135,665			

APPENDICES \ APPENDIX J - EXPANDED OPTION DESCRIPTIONS & COST ESTIMATES

Table J.2 Complete Cost Implications of Building Size Options & Co-Location Options

	Stand-Alone OPR Facility												OPR and DCPL Functions Co-Located								
	Purpose-Built New Building Compact Mobile Shelving / Medium Density 15 Shelves High DCPL Operations Center Not in OPR			Retrofit into Converted Existing Building Fixed Shelving / Low Density 7 Shelves High DCPL Operations Center Not in OPR			Purpose-Built New Building Fixed Shelving / High Density 25 Shelves High DCPL Operations Center Co-Located at New OPR Facility			Purpose-Built New Building Compact Mobile Shelving / High Density 25 Shelves High DCPL Operations Center Co-Located at New OPR Facility			All Archival Holdings at MLK OPR Public Functions at MLK Purpose-Built New Building DCPL Ops Ctr at New OPR Facility OPR: Compact Mobile Shelving / Medium Density 15 Shelves High DCPL/MLK: Fixed Shelving / Low Density 7 Shelves High			Some Archival Holdings at MLK OPR Public Functions Duplicated Purpose-Built New Building DCPL Ops Ctr at New OPR Facility OPR: Compact Mobile Shelving / Medium Density 15 Shelves High DCPL/MLK: Fixed Shelving / Low Density 7 Shelves High			Purpose-Built New Building Compact Mobile Shelving / Medium Density 15 Shelves High DCPL Operations Center Co-Located at New OPR Facility		
	Option 1 <i>Old Option A</i>	Option 2 <i>Old Option B</i>	Option 3 <i>Old Option D</i>	Option 4 <i>Old Option E</i>	Option A <i>Old Option F</i>	Option B <i>Old Option G</i>	Option C <i>Old Option C</i>	Area in OPR Bldg.	Area in DCPL Bldg.	Total	Area in OPR Bldg.	Area in DCPL Bldg.	Total	Area in OPR Bldg.	Area in DCPL Bldg.	Total	Area in OPR Bldg.	Area in DCPL Bldg.	Total	Area in OPR Bldg.	Area in DCPL Bldg.
Reception Area	4,450	0	4,450	4,450	0	4,450	4,450	0	4,450	4,450	0	4,450	500	4,450	4,950	2,050	4,450	6,500	4,450	0	4,450
Research Area	4,740	0	4,740	4,740	0	4,740	4,740	0	4,740	4,740	0	4,740	500	4,740	5,240	4,740	3,940	8,680	4,740	0	4,740
Staff Work Areas	9,590	0	9,590	9,590	0	9,590	9,590	0	9,590	9,590	0	9,590	500	9,590	10,090	9,590	2,100	11,690	9,590	0	9,590
Records Receiving	3,410	0	3,410	3,410	0	3,410	3,410	0	3,410	3,410	0	3,410	2,000	3,410	5,410	3,410	3,410	6,820	3,410	0	3,410
Archival Storage	23,200	0	23,200	92,700	0	92,700	16,900	0	16,900	10,800	0	10,800	0	92,700	92,700	20,900	9,000	29,900	23,200	0	23,200
Records Center Storage	40,200	0	40,200	160,700	0	160,700	29,200	0	29,200	18,900	0	18,900	40,200	0	40,200	40,200	0	40,200	40,200	0	40,200
DCPL Operations Center	0	15,000	15,000	0	15,000	15,000	15,000	0	15,000	15,000	0	15,000	15,000	0	15,000	15,000	0	15,000	15,000	0	15,000
Sub-Total Useable SF	85,590	15,000	100,590	275,590	15,000	290,590	83,290	0	83,290	66,890	0	66,890	58,700	114,890	173,590	95,890	22,900	118,790	100,590	0	100,590
Gross Square Feet (74% Eff Factor)	115,434	20,230	135,665	371,685	20,230	391,916	112,332	0	112,332	90,214	0	90,214	79,168	154,951	234,119	129,326	30,885	160,211	135,665	0	135,665
Estimated Construction Cost	OPR Bldg.	DCPL Bldg.	Total	OPR Bldg.	DCPL Bldg.	Total	OPR Bldg.	DCPL Bldg.	Total	OPR Bldg.	DCPL Bldg.	Total	OPR Bldg.	DCPL Bldg.	Total	OPR Bldg.	DCPL Bldg.	Total	OPR Bldg.	DCPL Bldg.	Total
Building Cost / SF	\$ 350	\$ 350	\$ 350	\$ 300	\$ 300	\$ 300	\$ 400	\$ 350	\$ 400	\$ 400	\$ 350	\$ 400	\$ 350	\$ 300	\$ 317	\$ 350	\$ 300	\$ 340	\$ 350	\$ 300	\$ 350
Estimated Construction Cost <i>(Rough Order of Magnitude ± 30% Accuracy)</i> <i>(Excluding FF&E Costs)</i>	\$ 40,402,023	\$ 7,080,621	\$ 47,482,644	\$ 111,505,618	\$ 6,069,104	\$ 117,574,722	\$ 44,932,946	\$ -	\$ 44,932,946	\$ 36,085,542	\$ -	\$ 36,085,542	\$ 27,708,830	\$ 46,485,288	\$ 74,194,118	\$ 45,264,049	\$ 9,265,498	\$ 54,529,548	\$ 47,482,644	\$ -	\$ 47,482,644
Estimated Shelving Costs	\$ 14,845,882	\$ -	\$ 14,845,882	\$ 6,360,457	\$ -	\$ 6,360,457	\$ 6,666,244	\$ -	\$ 6,666,244	\$ 11,288,222	\$ -	\$ 11,288,222	\$ 9,413,320	\$ 2,326,813	\$ 11,740,133	\$ 14,307,309	\$ 225,904	\$ 14,533,214	\$ 14,845,882	\$ -	\$ 14,845,882
Estimated Total <i>(Construction Cost + Shelving)</i> <i>(Rough Order of Magnitude ± 30% Accuracy)</i>	\$ 55,247,905	\$ 7,080,621	\$ 62,328,526	\$ 117,866,076	\$ 6,069,104	\$ 123,935,179	\$ 51,599,190	\$ -	\$ 51,599,190	\$ 47,373,763	\$ -	\$ 47,373,763	\$ 37,122,150	\$ 48,812,101	\$ 85,934,251	\$ 59,571,359	\$ 9,491,402	\$ 69,062,761	\$ 62,328,526	\$ -	\$ 62,328,526
Other Project Costs <i>(Design, FF+E, Permits)</i>	\$ 11,049,581	\$ 1,416,124	\$ 12,465,705	\$ 23,573,215	\$ 1,213,821	\$ 24,787,036	\$ 10,319,838	\$ -	\$ 10,319,838	\$ 9,474,753	\$ -	\$ 9,474,753	\$ 7,424,430	\$ 9,762,420	\$ 17,186,850	\$ 11,914,272	\$ 1,898,280	\$ 13,812,552	\$ 12,465,705	\$ -	\$ 12,465,705
Total Estimated Project Cost			\$ 74,794,232			\$ 148,722,215			\$ 61,919,028			\$ 56,848,516			\$ 103,121,101			\$ 82,875,313	\$ 74,794,232	\$ -	\$ 74,794,232

APPENDICES \ APPENDIX J - EXPANDED OPTION DESCRIPTIONS & COST ESTIMATES