

## **ARCHIVES AND RECORDS MANAGEMENT**

### ***OPERATION AND MISSION***

This Archives and Records Management Department serves as a central storage, maintenance, and management system for County documents. It serves a wide range of departments, and manages both central (on-site) and de-centralized (off-site) storage facilities. The department serves as a public archive and provides service to a significant number of researchers and other members of the general public. Regular deliveries are made to departments that provide access to archived documents.

### ***INTERACTION AND ADJACENCIES***

The heaviest users of this shared function include:

- District Attorney
- Corrections
- County Appraiser
- MED ACT
- Board of County Commissioners
- Facilities Management
- General Public

### ***FACTORS INFLUENCING CHANGE***

As County Government continues to grow, paper-based records will grow more or less in proportion. While electronic records will continue to replace paper, the need for “hard” copy is not lessening in the aggregate County-wide picture. In recent years, the growth in required storage volume for archived records has been about 10 percent per year.

### ***SPECIAL NEEDS***

A centralized imaging function will become a necessary tool for helping to manage the flow and storage requirements of the County.

### ***CURRENT CONDITIONS***

The on-site facility is located in the Olathe Administration Building, where the available storage area is rapidly being filled to ultimate capacity.



**JOHNSON COUNTY STRATEGIC FACILITIES MASTER PLAN**

**SPACE NEEDS ASSESSMENT: Archives and Record Mgmt**

Current Space: Sq. Ft.

Spaces	Applied Design Standard		Net Unit Sq.Ft.	Gross Factor	2008 Needs			2013 Needs			2018 Needs			2023 Needs		
	Room Std.	Description			No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.
<b>Fac Ops Warehouse</b>																
<b>SPT SPACE</b>																
Break Room & Kitchen	BRK-004	Break Area - 150 SF	150	1.35	1	150	203	1	150	203	1	150	203	1	150	203
Conference Room - 1 @ 225	CNF-008	8 Pers Conf Room 225 SF	225	1.35	1	225	304	1	225	304	2	338	456	2	338	456
Preservation Room - 1 @ 350	LAB00360	Labratory 360 SF	360	1.35	1	360	486	1	432	583	1	432	583	2	540	729
Public Meeting Room	MP-050	Multi Purpose Rm 1000 SF	1000	1.20	0	0	0	0	0	0	0	0	0	0	0	0
Reception - 6 @ 15	REC-0004	Reception Area 120 SF	120	1.35	1	120	162	2	180	243	2	180	243	2	216	292
Disposal Storage/Processing	STOR00500	Storage Room 500 SF	500	1.20	1	500	600	1	500	600	1	500	600	1	500	600
Receiving Room - 1 @ 500	STOR00500	Storage Room 500 SF	500	1.20	1	500	600	1	500	600	1	500	600	1	500	600
Deed Book Storage - 1 @ 1,500	STOR01500	Storage Room 1500 SF	1500	1.10	1	1,500	1,650	1	1,800	1,980	1	1,800	1,980	1	1,800	1,980
Archival Storage	STOR15000	Storage Area 15,000 SF	15000	1.10	1	18,000	19,800	2	22,500	24,750	2	27,000	29,700	2	30,000	33,000
Processing - Archivist	WKCP00120	Work/Copy/Eq Area 120 SF	120	1.35	1	120	162	1	120	162	1	120	162	1	120	162
Processing - Archivist Technician	WKCP00120	Work/Copy/Eq Area 120 SF	120	1.35	1	120	162	1	120	162	2	240	324	2	240	324
Research Room - 1 @ 300	WKCP00300	Work/Copy/Eq Area300 SF	300	1.35	1	300	405	1	300	405	2	450	608	2	450	608
Members of the Public/PC	WS01	WS Typ. 01 53 SF	53	1.40	1	53	74	1	53	74	2	105	147	2	105	147
WHSE/ARC Work Station	WS05	WS Typ 05 - CARREL 30 SF	30	1.40	1	30	42	1	30	42	2	60	84	2	60	84
		<b>TOTAL:</b>			<b>13</b>	<b>21,978</b>	<b>24,649</b>	<b>14</b>	<b>26,910</b>	<b>30,107</b>	<b>19</b>	<b>31,875</b>	<b>35,689</b>	<b>20</b>	<b>35,019</b>	<b>39,183</b>
<b>STAFF-Archives</b>																
Director of Archives & Records Mgt.	POFC0120	Private Office 120 SF	120	1.35	1	120	162	1	120	162	1	120	162	1	120	162
6351.Archivist Technician Grade 13	WS02	WS Typ. 02 64 SF	64	1.40	1	64	89	2	128	179	2	128	179	2	128	179
5480.Archivist. Grade 15	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	2	180	252	2	180	252
		<b>TOTAL:</b>			<b>3</b>	<b>274</b>	<b>377</b>	<b>4</b>	<b>338</b>	<b>467</b>	<b>5</b>	<b>428</b>	<b>593</b>	<b>5</b>	<b>428</b>	<b>593</b>
		<b>BUILDING TOTALS:</b>				<b>22,251</b>	<b>25,026</b>		<b>27,247</b>	<b>30,573</b>		<b>32,302</b>	<b>36,281</b>		<b>35,446</b>	<b>39,776</b>
Contingency Space Allowance (1% per year)										1,529		3,628			5,966	
<b>TOTAL REQUIRED</b>						<b>22,251</b>	<b>25,026</b>		<b>27,247</b>	<b>32,102</b>		<b>32,302</b>	<b>39,909</b>		<b>35,446</b>	<b>45,742</b>