Appendix B: Inventory Capacity Comparison/Analysis

The following is a comparison of inventory capacity between currently managed sites and a single prospective site identified by the consultant for the storage of City temporary records subject to disposition as prescribed by Records Management By-Law 86/2010. This analysis is hampered by the following:

- Multiple box sizes and record formats (cubic foot box/volume/plan box).
- The challenge of translating square footage of an empty building to cubic foot capacity for multiple formats.
- Assumptions regarding shelving height.

Assumptions:

- Using the building on Inkster as a comparator, total square footage available = 32,325.
- There are 22031 boxes currently in storage at 311 Ross. This inventory is comprised of cubic foot boxes and plan boxes, plus oversize items.
- The combined square footage of the two floors at 311 Ross is approximately 20,932 square feet.
- Boxes on both floors are currently stored three shelves high, 2 deep on the second floor and one deep on the third floor = 12 boxes per shelf on the 2nd floor and 6 per shelf on the 3rd floor.
- Analysis reveals that inventory now held at 311 Ross will fit into the Inkster site with about 10,000 square feet to spare – this space would be required to develop a small office area, washrooms and lunch room for onsite staff.

However:

- The Branch has 4759 boxes in storage at the Province, which translates into the equivalent footprint of approximately 2,313 square feet using the shelving configuration on the second floor of 311 Ross as a baseline – calculations for a single run of shelving consisting of 12 uprights of 3 shelves each and based on measurements, is approximately 210 square feet in area including a corridor between bays. Each run holds 432 cubic foot boxes.
- The Branch has the equivalent of 7418 cubic feet of materials at 50 Myrtle. Using the same assumptions as above, this translates into approximately 3,606 square feet. These records are not included in calculations for storage of City temporary records subject to disposition as prescribed by Records Management By-Law 86/2010 as they will be contained within the vault at 380 William (following redevelopment), or will move with the Archives program once a suitable service delivery site is identified.

In summary:

- Current square feet available for records centre operations is approximately: 20,932 (Ross current square footage) + 2,313 (square footage for boxes at the Province) = 23,300 square feet. **This space is presently full.**

- The square footage of the site on Inkster would accommodate current storage requirements as well as projected storage requirements for 48,600 boxes. This does not take into account the need to develop a small office area, washrooms and lunch room for onsite staff.

- It is also possible that City Clerk's election operations may move to this site after the 2018 election. This is a complicating factor as the calculated square footage for the space occupied by elections on the second floor of Ross is approximately 11,000 square feet.

- Based on these observations and calculations and assuming retention of current shelving configurations, a building the size of Inkster could fill up quickly.

Recommendations:

- Immediately build up the shelves higher to take advantage of the high ceilings and to compress the footprint of storage required – purchase additional step ladders required to access these shelves. The Branch already has some platforms which could reach two additional shelves up. Raising a run of shelves as described above by two shelves would increase the capacity from 432 to 720, an increase of 60%. The increases would be less substantial for the shelving on the 3rd floor Ross as we can't file boxes two deep on a shelf, yet the increase in shelving height would still be beneficial. If Elections intends to move to the same location then we may even wish to go above the additional 2 shelf height increase.

- Contract a professional commercial shelving provider to design a floor plan and shelving configuration in the new space prior to move in.

- Investigate logistics of dismantling and moving specialized shelving installed at Ross (plan box storage and art racking).

- Reclaim all spare shelving in storage in the basement at 311 Ross or onsite at 380 William, and on loan to other departments

- Develop a business plan to update and modernize the shelving configuration over time to increase volume in response to projected box storage capacity requirements.

Growth Rates:

- Assuming routine destruction according to the records management by-law to liberate space for new transfers into the CRC, a 2006 study concluded that storage requirements for the City would stabilize at approximately 48,600 box storage spaces.

- Our rate of growth for the last 18 months (fiscal year 2015 and to date 2016) is 7.6%. This may seem high, and it is due to a large number of boxes sent to the CRC over the period 2014-2015 as part of rationalizing/downsizing the use of office space.

- The extrapolated growth rate for year 2016 is 3.2% which is more in keeping with past growth rates, though still significant.

- If we assume a growth rate of approximately 1000 boxes per year, an additional 486 square feet of additional space is required annually (assuming cubic foot boxes, and not plan boxes).

- Growth rates have proven variable year over year. Sustained rates of higher growth would significantly shorten the timeline projected to reach maximum capacity.

- These growth rates can be accommodated in a space like Inkster by building up the shelves to take advantage of the higher ceilings. A space the size and configuration of the Inkster location would give the Branch the flexibility required for storage of records, and allow us to adjust and build as required moving forward.

In summary, the site at Inkster is large enough, but one of the important takeaways is that it is likely not large nough in the long run unless we take advantage of the additional height of the ceilings and incorporate that into our plans on a day one basis.

Finally, while it would be an improvement over existing conditions, this site does not meet basic standards for the long term preservation of archival materials.