

New York State Archives
 Government Records Services
 Cultural Education Center, Room 9A47
 Albany, New York 12230
 Phone: 518-474-6926
 Email: recmgmt@mail.nysed.gov

Records Management Fee/ Storage Services Invoice 23-78

AGENCY: Division of Forestry Maintenance (DFM)
 DATE: July 1, 2022
 FISCAL YEAR: FY2022-23

DESCRIPTION	AMOUNT			
<u>Invoice 22-78</u>				
1) Records Management Fee for FY2021-22	\$ 10,0000.00			
2) Estimated Storage Fees for FY2021-22	\$ 60,435.55			
3) Total Management and Estimated Storage Fees for FY2021-22	\$ 70,435.55			
 Summary Of Actual Storage Activity For FY2021-22:				
TYPE	NUMBER	DAYS IN SRC ¹		
4) Boxes	19,834	7,038,002	\$	55,918.37
5) Electronic ²	2,208	804,710	\$	6,393.59
6) Actual Storage Fees For FY2021-22			\$	62,311.96
7) Over/Under Payment (Estimated v Actual Fees) For FY2021-22³			\$	1,876.41
 <u>Invoice 23-78</u>				
8) Records Management Fee for FY2022-23			\$	10,0000.00
9) Estimated Box Fees for FY2022-23 ⁴			\$	55,918.37
10) Estimated EM Fees for FY2022-23 ⁴			\$	6,393.59
11) Estimated Total Storage Fees for FY2022-23			\$	62,311.96
12) Over/Under Payment from FY2022-23 ³			\$	1,876.41
13) PAY THIS AMOUNT			\$	74,188.37

¹ Storage fees are calculated by multiplying DAYS in SRC for both boxes and electronic media by 0.0079452054794521.

² Includes film, video/audio/computer tapes, compact discs, microfilm/fiche, etc.

³ Agency over-payments appear within parentheses (), while under-payments appear normally.

⁴ Utilizes the actual box & EM storage fees from the previous fiscal year as the estimate.

