Local Records Grants:

Estimating Staff Time for an Organizing the File Room Project

Purpose: Provide guidance to local and special purpose agencies applying for an Organizing the File Room grant.

As part of an Organizing the File Room application, applicants must estimate the staff hours they will need to complete the project, as well as submit a project plan and timeline. However, estimating time for a project like this can be challenging.

The time required depends on the complexity and disorder of the records. As a general guideline, we recommend budgeting 40 to 80 hours for training and orientation, plus one hour per bankers box of records. While not every box will take a full hour, this estimate balances quicker, easier boxes with those requiring more thought and effort.

Additional Considerations:

- Are all the records centrally located and under your control?

- Will the project include records dating back to the beginning of your organization?

- Will you need time to assemble and install shelving units and/or file cabinets?

- Will your project involve relocating the records?

- Will you be creating a records inventory and/or indexing the records?

- Will you need time to destroy non-archival records?

- Will you be preparing archival records for transfer?