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UNITED STATES GENERAL ACCOUNTING OFFICE
REGIONAL OFFICE
ROOM 717, GATEWAY II BUILDING
4TH AND STATE
KANSAS CITY, KANSAS 66101

089574

March 5, 1976

Colonel Richard L. Curl
District Engineer
Kansas City District
United States Army Corps of Engineers
Federal Building
601 East 12th
Kansas City, Missouri 64106

Dear Colonel Curl:

During our survey of General Services Administration (GSA) functions and operation we noted the Kansas City District, Corps of Engineers operates an agency records center which stores about 3,600 cubic feet of inactive records. Since GSA has about 223,000 cubic feet of vacant space available in its Kansas City Records Center, transfer of the District's records to GSA's Records Center would save the Government about \$14,000 annually in space and personnel costs.

Federal Property Management Regulations 101-11.412-1 requires that Federal agencies must receive approval from the Administrator of GSA to operate records centers. Approval can be granted when greater economy or efficiency can be achieved through agency records center operation. District personnel stated that no approval had been obtained for the District records center activity.

In October 1975, GSA determined that the leased building currently housing the District records center does not meet minimum accident and fire safety standards. Consequently, the District has requested GSA to acquire 5,650 square feet of new space for its' records center. GSA currently pays about \$5,000 a year for the leased space which houses the District records center operation and District staff cost is about \$8,900 a year, or a total cost of about \$13,900 a year.

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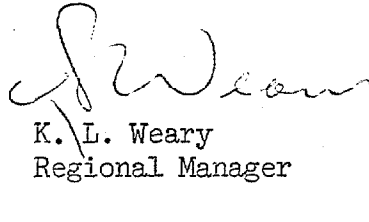
The District stores about 3,600 cubic feet of records at its records center primarily for convenience of retrieval. Although the District has transferred some of its records to GSA's Federal Records Center (1776 cubic feet stored as of October 1975), its records center generally parallels GSA's operation.

A District records center employee informed us that about 600 references per year are made to these records. This is much less than the minimum of 10,000 references performed per man year at a GSA records center, and does not appear to justify the assignment of one full time employee to this activity. A GSA official told us that they could absorb this additional workload with no increase in staffing, and generally provide 24-hour service on reference service to the District.

We discussed the potential savings in personnel and space costs by transferring the 3,600 cubic feet of District records to the GSA Records Center with members of your staff on January 30, 1976, and they agreed to study the matter.

We will appreciate receiving your comments on the above matter and being advised of any action taken. Copies of this letter are being sent to the Chief of Engineers and to the Division Engineer.

Sincerely yours,



K. L. Weary
Regional Manager