

Cost per Page, Box, File Cabinet, etc. for Document Scanning and Storage

Magnetic Disk (and Optical Disc) Document Storage Cost in USD (US Dollars)

Storage Units =>	Page	Box	1,000 Boxes	1,000,000 Boxes	Drawer	File Cabinet (4 Drawer)	1,000 File Cabinets (4 Drawer)	Linear Inch (~25 mm)	Linear Foot (~250 mm)	100 ft. roll of 16 mm Microfilm	100 ft. roll of 35 mm Microfilm
(Letter Size Pages are 8 1/2 x 11 inches, A4 Size)											
Pages per Storage Unit*=>	1	2,500	2,500,000	2,500,000,000	2,500	10,000	10,000,000	100	1,250	2,500	1,000
KiloBytes per Page*=>	50	50	50	50	50	50	50	50	50	50	50
KiloBytes per Storage Unit*=>	50	125,000	125,000,000	125,000,000,000	125,000	500,000	500,000,000	5,000	62,500	125,000	50,000
MegaBytes per Storage Unit*=>	0.05	125	125,000	125,000,000	125	500	500,000	5	62.5	125	50
GigaBytes per Storage Unit*=>	0.00005	0.125	125	125,000	0.125	0.5	500	0.005	0.0625	0.125	0.05
Vendor Quoted Cost of Storage per GigaByte in USD (US Dollars) (From Whitepaper 22011)	Cost per Page	Cost per Box	Cost per 1,000 Boxes	Cost per 1,000,000 Boxes	Cost per Drawer	Cost per File Cabinet (4 Drawer)	Cost per 1,000 File Cabinets (4 Drawer)	Cost per Linear Inch (~25 mm)	Cost per Linear Foot (~250 mm)	Cost per 100 ft. roll of 16 mm Microfilm	Cost per 100 ft. roll of 35 mm Microfilm
USD Dollars	USD Dollars	USD Dollars	USD Dollars	USD Dollars	USD Dollars	USD Dollars	USD Dollars	USD Dollars	USD Dollars	USD Dollars	USD Dollars
1.00	0.000050	0.1250	125.00	125,000.00	0.1250	0.50	500.00	0.0050	0.06250	0.1250	0.050
5.00	0.000250	0.6250	625.00	625,000.00	0.6250	2.50	2,500.00	0.0250	0.31250	0.6250	0.250
10.00	0.000500	1.2500	1,250.00	1,250,000.00	1.2500	5.00	5,000.00	0.0500	0.62500	1.2500	0.500
15.00	0.000750	1.8750	1,875.00	1,875,000.00	1.8750	7.50	7,500.00	0.0750	0.93750	1.8750	0.750
20.00	0.001000	2.5000	2,500.00	2,500,000.00	2.5000	10.00	10,000.00	0.1000	1.25000	2.5000	1.000
25.00	0.001250	3.1250	3,125.00	3,125,000.00	3.1250	12.50	12,500.00	0.1250	1.56250	3.1250	1.250
50.00	0.002500	6.2500	6,250.00	6,250,000.00	6.2500	25.00	25,000.00	0.2500	3.12500	6.2500	2.500

CD (Compact Disc) Document Storage

Operationally Useable* GigaBytes per CD = 0.50

Vendor Quoted Cost per CD	Cost per GigaByte	Cost per Page	Cost per Box	Cost per 1,000 Boxes	Cost per 1,000,000 Boxes	Cost per Drawer	Cost per File Cabinet (4 Drawer)	Cost per 1,000 File Cabinets (4 Drawer)	Cost per Linear Inch (~25 mm)	Cost per Linear Foot (~250 mm)	Cost per 100 ft. roll of 16 mm Microfilm	Cost per 100 ft. roll of 35 mm Microfilm
USD Dollars	USD Dollars	USD Dollars	USD Dollars	USD Dollars	USD Dollars	USD Dollars	USD Dollars	USD Dollars	USD Dollars	USD Dollars	USD Dollars	USD Dollars
0.05	0.10	0.000000050	0.01250	12.50	12,500.00	0.01250	0.05	50.00	0.00050	0.006250	0.01250	0.0050
0.10	0.20	0.000000100	0.02500	25.00	25,000.00	0.02500	0.10	100.00	0.00100	0.012500	0.02500	0.0100
0.25	0.50	0.000000250	0.06250	62.50	62,500.00	0.06250	0.25	250.00	0.00250	0.031250	0.06250	0.0250
0.50	1.00	0.000000500	0.12500	125.00	125,000.00	0.12500	0.50	500.00	0.00500	0.062500	0.12500	0.0500
0.75	1.50	0.000000750	0.18750	187.50	187,500.00	0.18750	0.75	750.00	0.00750	0.093750	0.18750	0.0750
1.00	2.00	0.000001000	0.25000	250.00	250,000.00	0.25000	1.00	1,000.00	0.01000	0.125000	0.25000	0.1000
1.50	3.00	0.000001500	0.37500	375.00	375,000.00	0.37500	1.50	1,500.00	0.01500	0.187500	0.37500	0.1500
2.00	4.00	0.000002000	0.50000	500.00	500,000.00	0.50000	2.00	2,000.00	0.02000	0.250000	0.50000	0.2000
3.00	6.00	0.000003000	0.75000	750.00	750,000.00	0.75000	3.00	3,000.00	0.03000	0.375000	0.75000	0.3000
4.00	8.00	0.000004000	1.00000	1,000.00	1,000,000.00	1.00000	4.00	4,000.00	0.04000	0.500000	1.00000	0.4000
5.00	10.00	0.000005000	1.25000	1,250.00	1,250,000.00	1.25000	5.00	5,000.00	0.05000	0.625000	1.25000	0.5000
10.00	20.00	0.000010000	2.50000	2,500.00	2,500,000.00	2.50000	10.00	10,000.00	0.10000	1.250000	2.50000	1.0000

DVD (Digital Versatile Disc) Document Storage

Operationally Useable* GigaBytes per DVD = 4.00

Vendor Quoted Cost per DVD	Cost per GigaByte	Cost per Page	Cost per Box	Cost per 1,000 Boxes	Cost per 1,000,000 Boxes	Cost per Drawer	Cost per File Cabinet (4 Drawer)	Cost per 1,000 File Cabinets (4 Drawer)	Cost per Linear Inch (~25 mm)	Cost per Linear Foot (~250 mm)	Cost per 100 ft. roll of 16 mm Microfilm	Cost per 100 ft. roll of 35 mm Microfilm
USD Dollars	USD Dollars	USD Dollars	USD Dollars	USD Dollars	USD Dollars	USD Dollars	USD Dollars	USD Dollars	USD Dollars	USD Dollars	USD Dollars	USD Dollars
0.05	0.0125	0.0000006250	0.00156250	1.56	1,562.50	0.00156250	0.006250	6.25	0.0006250	0.000781250	0.00156250	0.0006250
0.10	0.0250	0.0000012500	0.00312500	3.13	3,125.00	0.00312500	0.012500	12.50	0.0012500	0.001562500	0.00312500	0.0012500
0.25	0.0625	0.0000031250	0.00781250	7.81	7,812.50	0.00781250	0.031250	31.25	0.0031250	0.003906250	0.00781250	0.0031250
0.50	0.1250	0.0000062500	0.01562500	15.63	15,625.00	0.01562500	0.062500	62.50	0.0062500	0.007812500	0.01562500	0.0062500
0.75	0.1875	0.0000093750	0.02343750	23.44	23,437.50	0.02343750	0.093750	93.75	0.0093750	0.011718750	0.02343750	0.0093750
1.00	0.2500	0.0000125000	0.03125000	31.25	31,250.00	0.03125000	0.125000	125.00	0.0125000	0.015625000	0.03125000	0.0125000
1.50	0.3750	0.0000187500	0.04687500	46.88	46,875.00	0.04687500	0.187500	187.50	0.0187500	0.023437500	0.04687500	0.0187500
2.00	0.5000	0.0000250000	0.06250000	62.50	62,500.00	0.06250000	0.250000	250.00	0.0250000	0.031250000	0.06250000	0.0250000
3.00	0.7500	0.0000375000	0.09375000	93.75	93,750.00	0.09375000	0.375000	375.00	0.0375000	0.046875000	0.09375000	0.0375000
4.00	1.0000	0.0000500000	0.12500000	125.00	125,000.00	0.12500000	0.500000	500.00	0.0500000	0.062500000	0.12500000	0.0500000
5.00	1.2500	0.0000625000	0.15625000	156.25	156,250.00	0.15625000	0.625000	625.00	0.0625000	0.078125000	0.15625000	0.0625000
6.00	1.5000	0.0000750000	0.18750000	187.50	187,500.00	0.18750000	0.750000	750.00	0.0750000	0.093750000	0.18750000	0.0750000
7.00	1.7500	0.0000875000	0.21875000	218.75	218,750.00	0.21875000	0.875000	875.00	0.0875000	0.109375000	0.21875000	0.0875000
8.00	2.0000	0.0001000000	0.25000000	250.00	250,000.00	0.25000000	1.000000	1,000.00	0.1000000	0.125000000	0.25000000	0.1000000
9.00	2.2500	0.0001125000	0.28125000	281.25	281,250.00	0.28125000	1.125000	1,125.00	0.1125000	0.140625000	0.28125000	0.1125000
10.00	2.5000	0.0001250000	0.31250000	312.50	312,500.00	0.31250000	1.250000	1,250.00	0.1250000	0.156250000	0.31250000	0.1250000
15.00	3.7500	0.0001875000	0.46875000	468.75	468,750.00	0.46875000	1.875000	1,875.00	0.1875000	0.234375000	0.46875000	0.1875000
20.00	5.0000	0.0002500000	0.62500000	625.00	625,000.00	0.62500000	2.500000	2,500.00	0.2500000	0.312500000	0.62500000	0.2500000
25.00	6.2500	0.0003125000	0.78125000	781.25	781,250.00	0.78125000	3.125000	3,125.00	0.3125000	0.390625000	0.78125000	0.3125000
30.00	7.5000	0.0003750000	0.93750000	937.50	937,500.00	0.93750000	3.750000	3,750.00	0.3750000	0.468750000	0.93750000	0.3750000

*See whitepapers 22009 and 22003 for pages per unit, KiloBytes per Page, and GigaBytes per CD and DVD; whitepapers 22011 and 22004 for cost per KiloByte, MegaByte, GigaByte, and TeraByte.

Cost per Page, Box, File Cabinet, etc. for Document Scanning and Storage

Cost of Scanning Boxes of Records in USD (US Dollars)

Vendor Quoted Cost per Page	Cost per Box	Cost for 10 boxes	Cost for 100 Boxes	Cost for 1,000 Boxes	Cost for 10,000 Boxes	Cost for 100,000 Boxes	Cost for 1 Million Boxes
Pages per Unit*: 1	2,500	25,000	250,000	2,500,000	25,000,000	250,000,000	2,500,000,000
0.01	25.00	250.00	2,500.00	25,000.00	250,000.00	2,500,000.00	25,000,000.00
0.02	50.00	500.00	5,000.00	50,000.00	500,000.00	5,000,000.00	50,000,000.00
0.03	75.00	750.00	7,500.00	75,000.00	750,000.00	7,500,000.00	75,000,000.00
0.04	100.00	1,000.00	10,000.00	100,000.00	1,000,000.00	10,000,000.00	100,000,000.00
0.05	125.00	1,250.00	12,500.00	125,000.00	1,250,000.00	12,500,000.00	125,000,000.00
0.06	150.00	1,500.00	15,000.00	150,000.00	1,500,000.00	15,000,000.00	150,000,000.00
0.07	175.00	1,750.00	17,500.00	175,000.00	1,750,000.00	17,500,000.00	175,000,000.00
0.08	200.00	2,000.00	20,000.00	200,000.00	2,000,000.00	20,000,000.00	200,000,000.00
0.09	225.00	2,250.00	22,500.00	225,000.00	2,250,000.00	22,500,000.00	225,000,000.00
0.10	250.00	2,500.00	25,000.00	250,000.00	2,500,000.00	25,000,000.00	250,000,000.00
0.11	275.00	2,750.00	27,500.00	275,000.00	2,750,000.00	27,500,000.00	275,000,000.00
0.12	300.00	3,000.00	30,000.00	300,000.00	3,000,000.00	30,000,000.00	300,000,000.00
0.13	325.00	3,250.00	32,500.00	325,000.00	3,250,000.00	32,500,000.00	325,000,000.00
0.14	350.00	3,500.00	35,000.00	350,000.00	3,500,000.00	35,000,000.00	350,000,000.00
0.15	375.00	3,750.00	37,500.00	375,000.00	3,750,000.00	37,500,000.00	375,000,000.00
0.16	400.00	4,000.00	40,000.00	400,000.00	4,000,000.00	40,000,000.00	400,000,000.00
0.17	425.00	4,250.00	42,500.00	425,000.00	4,250,000.00	42,500,000.00	425,000,000.00
0.18	450.00	4,500.00	45,000.00	450,000.00	4,500,000.00	45,000,000.00	450,000,000.00
0.19	475.00	4,750.00	47,500.00	475,000.00	4,750,000.00	47,500,000.00	475,000,000.00
0.20	500.00	5,000.00	50,000.00	500,000.00	5,000,000.00	50,000,000.00	500,000,000.00
0.21	525.00	5,250.00	52,500.00	525,000.00	5,250,000.00	52,500,000.00	525,000,000.00
0.22	550.00	5,500.00	55,000.00	550,000.00	5,500,000.00	55,000,000.00	550,000,000.00
0.23	575.00	5,750.00	57,500.00	575,000.00	5,750,000.00	57,500,000.00	575,000,000.00
0.24	600.00	6,000.00	60,000.00	600,000.00	6,000,000.00	60,000,000.00	600,000,000.00
0.25	625.00	6,250.00	62,500.00	625,000.00	6,250,000.00	62,500,000.00	625,000,000.00
0.30	750.00	7,500.00	75,000.00	750,000.00	7,500,000.00	75,000,000.00	750,000,000.00
0.35	875.00	8,750.00	87,500.00	875,000.00	8,750,000.00	87,500,000.00	875,000,000.00
0.40	1,000.00	10,000.00	100,000.00	1,000,000.00	10,000,000.00	100,000,000.00	1,000,000,000.00
0.45	1,125.00	11,250.00	112,500.00	1,125,000.00	11,250,000.00	112,500,000.00	1,125,000,000.00
0.50	1,250.00	12,500.00	125,000.00	1,250,000.00	12,500,000.00	125,000,000.00	1,250,000,000.00
0.60	1,500.00	15,000.00	150,000.00	1,500,000.00	15,000,000.00	150,000,000.00	1,500,000,000.00
0.70	1,750.00	17,500.00	175,000.00	1,750,000.00	17,500,000.00	175,000,000.00	1,750,000,000.00
0.75	1,875.00	18,750.00	187,500.00	1,875,000.00	18,750,000.00	187,500,000.00	1,875,000,000.00
0.80	2,000.00	20,000.00	200,000.00	2,000,000.00	20,000,000.00	200,000,000.00	2,000,000,000.00
0.90	2,250.00	22,500.00	225,000.00	2,250,000.00	22,500,000.00	225,000,000.00	2,250,000,000.00
1.00	2,500.00	25,000.00	250,000.00	2,500,000.00	25,000,000.00	250,000,000.00	2,500,000,000.00
1.25	3,125.00	31,250.00	312,500.00	3,125,000.00	31,250,000.00	312,500,000.00	3,125,000,000.00
1.50	3,750.00	37,500.00	375,000.00	3,750,000.00	37,500,000.00	375,000,000.00	3,750,000,000.00
1.75	4,375.00	43,750.00	437,500.00	4,375,000.00	43,750,000.00	437,500,000.00	4,375,000,000.00
2.00	5,000.00	50,000.00	500,000.00	5,000,000.00	50,000,000.00	500,000,000.00	5,000,000,000.00
3.00	7,500.00	75,000.00	750,000.00	7,500,000.00	75,000,000.00	750,000,000.00	7,500,000,000.00
4.00	10,000.00	100,000.00	1,000,000.00	10,000,000.00	100,000,000.00	1,000,000,000.00	10,000,000,000.00
5.00	12,500.00	125,000.00	1,250,000.00	12,500,000.00	125,000,000.00	1,250,000,000.00	12,500,000,000.00
7.50	18,750.00	187,500.00	1,875,000.00	18,750,000.00	187,500,000.00	1,875,000,000.00	18,750,000,000.00
10.00	25,000.00	250,000.00	2,500,000.00	25,000,000.00	250,000,000.00	2,500,000,000.00	25,000,000,000.00

Cost of Scanning File Cabinets, Drawers, Shelves, Linear Feet, and Linear Inches of Records in USD (US Dollars)

Vendor Quoted Cost per Page	Cost per Drawer	Cost per File Cabinet (4 Drawer)	Cost for 10 File Cabinets	Cost for 100 File Cabinets	Cost for 1,000 File Cabinets	Cost per Linear Inch (~25 mm)	Cost per Linear Foot (~250 mm)
Pages per Unit*: 1	2,500	10,000	100,000	1,000,000	1,000,000	100	1,250
0.01	25.00	100.00	1,000.00	10,000.00	10,000.00	1.00	12.50
0.02	50.00	200.00	2,000.00	20,000.00	20,000.00	2.00	25.00
0.03	75.00	300.00	3,000.00	30,000.00	30,000.00	3.00	37.50
0.04	100.00	400.00	4,000.00	40,000.00	40,000.00	4.00	50.00
0.05	125.00	500.00	5,000.00	50,000.00	50,000.00	5.00	62.50
0.06	150.00	600.00	6,000.00	60,000.00	60,000.00	6.00	75.00
0.07	175.00	700.00	7,000.00	70,000.00	70,000.00	7.00	87.50
0.08	200.00	800.00	8,000.00	80,000.00	80,000.00	8.00	100.00
0.09	225.00	900.00	9,000.00	90,000.00	90,000.00	9.00	112.50
0.10	250.00	1,000.00	10,000.00	100,000.00	100,000.00	10.00	125.00
0.11	275.00	1,100.00	11,000.00	110,000.00	110,000.00	11.00	137.50
0.12	300.00	1,200.00	12,000.00	120,000.00	120,000.00	12.00	150.00
0.13	325.00	1,300.00	13,000.00	130,000.00	130,000.00	13.00	162.50
0.14	350.00	1,400.00	14,000.00	140,000.00	140,000.00	14.00	175.00
0.15	375.00	1,500.00	15,000.00	150,000.00	150,000.00	15.00	187.50
0.16	400.00	1,600.00	16,000.00	160,000.00	160,000.00	16.00	200.00
0.17	425.00	1,700.00	17,000.00	170,000.00	170,000.00	17.00	212.50
0.18	450.00	1,800.00	18,000.00	180,000.00	180,000.00	18.00	225.00
0.19	475.00	1,900.00	19,000.00	190,000.00	190,000.00	19.00	237.50
0.20	500.00	2,000.00	20,000.00	200,000.00	200,000.00	20.00	250.00
0.21	525.00	2,100.00	21,000.00	210,000.00	210,000.00	21.00	262.50
0.22	550.00	2,200.00	22,000.00	220,000.00	220,000.00	22.00	275.00
0.23	575.00	2,300.00	23,000.00	230,000.00	230,000.00	23.00	287.50
0.24	600.00	2,400.00	24,000.00	240,000.00	240,000.00	24.00	300.00
0.25	625.00	2,500.00	25,000.00	250,000.00	250,000.00	25.00	312.50
0.30	750.00	3,000.00	30,000.00	300,000.00	300,000.00	30.00	375.00
0.35	875.00	3,500.00	35,000.00	350,000.00	350,000.00	35.00	437.50
0.40	1,000.00	4,000.00	40,000.00	400,000.00	400,000.00	40.00	500.00
0.45	1,125.00	4,500.00	45,000.00	450,000.00	450,000.00	45.00	562.50
0.50	1,250.00	5,000.00	50,000.00	500,000.00	500,000.00	50.00	625.00
0.60	1,500.00	6,000.00	60,000.00	600,000.00	600,000.00	60.00	750.00
0.70	1,750.00	7,000.00	70,000.00	700,000.00	700,000.00	70.00	875.00
0.75	1,875.00	7,500.00	75,000.00	750,000.00	750,000.00	75.00	937.50
0.80	2,000.00	8,000.00	80,000.00	800,000.00	800,000.00	80.00	1,000.00
0.90	2,250.00	9,000.00	90,000.00	900,000.00	900,000.00	90.00	1,125.00
1.00	2,500.00	10,000.00	100,000.00	1,000,000.00	1,000,000.00	100.00	1,250.00
1.25	3,125.00	12,500.00	125,000.00	1,250,000.00	1,250,000.00	125.00	1,562.50
1.50	3,750.00	15,000.00	150,000.00	1,500,000.00	1,500,000.00	150.00	1,875.00
1.75	4,375.00	17,500.00	175,000.00	1,750,000.00	1,750,000.00	175.00	2,187.50
2.00	5,000.00	20,000.00	200,000.00	2,000,000.00	2,000,000.00	200.00	2,500.00
3.00	7,500.00	30,000.00	300,000.00	3,000,000.00	3,000,000.00	300.00	3,750.00
4.00	10,000.00	40,000.00	400,000.00	4,000,000.00	4,000,000.00	400.00	5,000.00
5.00	12,500.00	50,000.00	500,000.00	5,000,000.00	5,000,000.00	500.00	6,250.00
7.50	18,750.00	75,000.00	750,000.00	7,500,000.00	7,500,000.00	750.00	9,375.00
10.00	25,000.00	100,000.00	1,000,000.00	10,000,000.00	10,000,000.00	1,000.00	12,500.00

Cost of Scanning (Full) Rolls of Microfilm in USD (US Dollars)

Vendor Quoted Cost per Page	Cost per 100 ft. Roll (~30 M) of 16 mm Microfilm	Cost for 10 Rolls 100 ft (30 M) of 16 mm Microfilm	Cost for 100 Rolls 100 ft (30 M) of 16 mm Microfilm	Cost for 1000 Rolls 100 ft (30 M) of 16 mm Microfilm	Cost for 10,000 Rolls 100 ft (30 M) of 16 mm Microfilm	Cost for 1 Million Rolls 100 ft (30 M) of 16 mm Microfilm	Cost per 100 ft. Roll (~30 M) of 35 mm Microfilm
Pages per Unit*: 1	2,500	25,000	250,000	2,500,000	25,000,000	250,000,000	1,000
0.01	25.00	250.00	2,500.00	25,000.00	250,000.00	2,500,000.00	10.00
0.02	50.00	500.00	5,000.00	50,000.00	500,000.00	5,000,000.00	20.00
0.03	75.00	750.00	7,500.00	75,000.00	750,000.00	7,500,000.00	30.00
0.04	100.00	1,000.00	10,000.00	100,000.00	1,000,000.00	10,000,000.00	40.00
0.05	125.00	1,250.00	12,500.00	125,000.00	1,250,000.00	12,500,000.00	50.00
0.06	150.00	1,500.00	15,000.00	150,000.00	1,500,000.00	15,000,000.00	60.00
0.07	175.00	1,750.00	17,500.00	175,000.00	1,750,000.00	17,500,000.00	70.00
0.08	200.00	2,000.00	20,000.00	200,000.00	2,000,000.00	20,000,000.00	80.00
0.09	225.00	2,250.00	22,500.00	225,000.00	2,250,000.00	22,500,000.00	90.00
0.10	250.00	2,500.00	25,000.00	250,000.00	2,500,000.00	25,000,000.00	100.00
0.11	275.00	2,750.00	27,500.00	275,000.00	2,750,000.00	27,500,000.00	110.00
0.12	300.00	3,000.00	30,000.00	300,000.00	3,000,000.00	30,000,000.00	120.00
0.13	325.00	3,250.00	32,500.00	325,000.00	3,250,000.00	32,500,000.00	130.00
0.14	350.00	3,500.00	35,000.00	350,000.00	3,500,000.00	35,000,000.00	140.00
0.15	375.00	3,750.00	37,500.00	375,000.00	3,750,000.00	37,500,000.00	150.00
0.16	400.00	4,000.00	40,000.00	400,000.00	4,000,000.00	40,000,000.00	160.00
0.17	425.00	4,250.00	42,500.00	425,000.00	4,250,000.00	42,500,000.00	170.00
0.18	450.00	4,500.00	45,000.00	450,000.00	4,500,000.00	45,000,000.00	180.00
0.19	475.00	4,750.00	47,500.00	475,000.00	4,750,000.00	47,500,000.00	190.00
0.20	500.00	5,000.00	50,000.00	500,000.00	5,000,000.00	50,000,000.00	200.00
0.21	525.00	5,250.00	52,500.00	525,000.00	5,250,000.00	52,500,000.00	210.00
0.22	550.00	5,500.00	55,000.00	550,000.00	5,500,000.00	55,000,000.00	220.00
0.23	575.00	5,750.00	57,500.00	575,000.00	5,750,000.00	57,500,000.00	230.00
0.24	600.00	6,000.00	60,000.00	600,000.00	6,000,000.00	60,000,000.00	240.00
0.25	625.00	6,250.00	62,500.00	625,000.00	6,250,000.00	62,500,000.00	250.00
0.30	750.00	7,500.00	75,000.00	750,000.00	7,500,000.00	75,000,000.00	300.00
0.35	875.00	8,750.00	87,500.00	875,000.00	8,750,000.00	87,500,000.00	350.00
0.40	1,000.00	10,000.00	100,000.00	1,000,000.00	10,000,000.00	100,000,000.00	400.00
0.45	1,125.00	11,250.00	112,500.00	1,125,000.00	11,250,000.00	112,500,000.00	450.00
0.50	1,250.00	12,500.00	125,000.00	1,250,000.00	12,500,000.00	125,000,000.00	500.00
0.60	1,500.00	15,000.00	150,000.00	1,500,000.00	15,000,000.00	150,000,000.00	600.00
0.70	1,750.00	17,500.00	175,000.00	1,750,000.00	17,500,000.00	175,000,000.00	700.00
0.75	1,875.00	18,750.00	187,500.00	1,875,000.00	18,750,000.00	187,500,000.00	750.00
0.80	2,000.00	20,000.00	200,000.00	2,000,000.00	20,000,000.00	200,000,000.00	800.00
0.90	2,250.00	22,500.00	225,000.00	2,250,000.00	22,500,000.00	225,000,000.00	900.00
1.00	2,500.00	25,000.00	250,000.00	2,500,000.00	25,000,000.00	250,000,000.00	1,000.00
1.25	3,125.00	31,250.00	312,500.00	3,125,000.00	31,250,000.00	312,500,000.00	1,250.00
1.50	3,750.00	37,500.00	375,000.00	3,750,000.00	37,500,000.00	375,000,000.00	1,500.00
1.75	4,375.00	43,750.00	437,500.00	4,375,000.00	43,750,000.00	437,500,000.00	1,750.00
2.00	5,000.00	50,000.00	500,000.00	5,000,000.00	50,000,000.00	500,000,000.00	2,000.00
3.00	7,500.00	75,000.00	750,000.00	7,500,000.00	75,000,000.00	750,000,000.00	3,000.00
4.00	10,000.00	100,000.00	1,000,000.00	10,000,000.00	100,000,000.00	1,000,000,000.00	4,000.00
5.00	12,500.00	125,000.00	1,250,000.00	12,500,000.00	125,000,000.00	1,250,000,000.00	5,000.00
7.50	18,750.00	187,500.00	1,875,000.00	18,750,000.00	187,500,000.00	1,875,000,000.00	7,500.00
10.00	25,000.00	250,000.00	2,500,000.00	25,000,000.00	250,000,000.00	2,500,000,000.00	10,000.00

Scanning Costs this Many Times the Cost of Storage

← Per Page Cost of Scanning in USD (US Dollars) →

	0.005	0.01	0.02	0.03	0.04	0.05	0.06	0.07	0.08	0.09	0.10	0.125	0.15	0.20	0.25
0.01	10,000	20,000	40,000	60,000	80,000	100,000	120,000	140,000	160,000	180,000	200,000	250,000	300,000	400,000	500,000
0.02	5,000	10,000	20,000	30,000	40,000	50,000	60,000	70,000	80,000	90,000	100,000	125,000	150,000	200,000	250,000
0.03	3,333	6,667	13,333	20,000	26,667	33,333	40,000	46,667	53,333	60,000	66,667	83,333	100,000	133,333	166,667
0.04	2,500	5,000	10,000	15,000	20,000	25,000	30,000	35,000	40,000	45,000	50,000	62,500	75,000	100,000	125,000
0.05	2,000	4,000	8,000	12,000	16,000	20,000	24,000	28,000	32,000	36,000	40,000	50,000	60,000	80,000	100,000
0.06	1,667	3,333	6,667	10,000	13,333	16,667	20,000	23,333	26,667	30,000	33,333	41,667	50,000	66,667	83,333
0.07	1,429	2,857	5,714	8,571	11,429	14,286	17,143	20,000	22,857	25,714	28,571	35,714	42,857	57,143	71,429
0.08	1,250	2,500	5,000	7,500	10,000	12,500	15,000	17,500	20,000	22,500	25,000	31,250	37,500	50,000	62,500
0.09	1,111	2,222	4,444	6,667	8,889	11,111	13,333	15,556	17,778	20,000	22,222	27,778	33,333	44,444	55,556
0.10	1,000	2,000	4,000	6,000	8,000	10,000	12,000	14,000	16,000	18,000	20,000	25,000	30,000	40,000	50,000
0.11	909	1,818	3,636	5,455	7,273	9,091	10,909	12,727	14,545	16,364	18,182	22,727	27,273	36,364	45,455
0.12	833	1,667	3,333	5,000	6,667	8,333	10,000	11,667	13,333	15,000	16,667	20,833	25,000	33,333	41,667
0.13	769	1,538	3,077	4,615	6,154	7,692	9,231	10,769	12,308	13,846	15,385	19,231	23,077	30,769	38,462
0.14	714	1,429	2,857	4,286	5,714	7,143	8,571	10,000	11,429	12,857	14,286	17,857	21,429	28,571	35,714
0.15	667	1,333	2,667	4,000	5,333	6,667	8,000	9,333	10,667	12,000	13,333	16,667	20,000	26,667	33,333
0.16	625	1,250	2,500	3,750	5,000	6,250	7,500	8,750	10,000	11,250	12,500	15,625	18,750	25,000	31,250
0.17	588	1,176	2,353	3,529	4,706	5,882	7,059	8,235	9,412	10,588	11,765	14,706	17,647	23,529	29,412
0.18	556	1,111	2,222	3,333	4,444	5,556	6,667	7,778	8,889	10,000	11,111	13,889	16,667	22,222	27,778
0.19	526	1,053	2,105	3,158	4,211	5,263	6,316	7,368	8,421	9,474	10,526	13,158	15,789	21,053	26,316
0.20	500	1,000	2,000	3,000	4,000	5,000	6,000	7,000	8,000	9,000	10,000	12,500	15,000	20,000	25,000
0.21	476	952	1,905	2,857	3,810	4,762	5,714	6,667	7,619	8,571	9,524	11,905	14,286	19,048	23,810
0.22	455	909	1,818	2,727	3,636	4,545	5,455	6,364	7,273	8,182	9,091	11,364	13,636	18,182	22,727
0.23	435	870	1,739	2,609	3,478	4,348	5,217	6,087	6,957	7,826	8,696	10,870	13,043	17,391	21,739
0.24	417	833	1,667	2,500	3,333	4,167	5,000	5,833	6,667	7,500	8,333	10,417	12,500	16,667	20,833
0.25	400	800	1,600	2,400	3,200	4,000	4,800	5,600	6,400	7,200	8,000	10,000	12,000	16,000	20,000
0.30	333	667	1,333	2,000	2,667	3,333	4,000	4,667	5,333	6,000	6,667	8,333	10,000	13,333	16,667
0.40	250	500	1,000	1,500	2,000	2,500	3,000	3,500	4,000	4,500	5,000	6,250	7,500	10,000	12,500
0.50	200	400	800	1,200	1,600	2,000	2,400	2,800	3,200	3,600	4,000	5,000	6,000	8,000	10,000
0.75	133	267	533	800	1,067	1,333	1,600	1,867	2,133	2,400	2,667	3,333	4,000	5,333	6,667
1.00	100	200	400	600	800	1,000	1,200	1,400	1,600	1,800	2,000	2,500	3,000	4,000	5,000
1.25	80	160	320	480	640	800	960	1,120	1,280	1,440	1,600	2,000	2,400	3,200	4,000
2.00	50	100	200	300	400	500	600	700	800	900	1,000	1,250	1,500	2,000	2,500
2.50	40	80	160	240	320	400	480	560	640	720	800	1,000	1,200	1,600	2,000
3.00	33	67	133	200	267	333	400	467	533	600	667	833	1,000	1,333	1,667
4.00	25	50	100	150	200	250	300	350	400	450	500	625	750	1,000	1,250
5.00	20	40	80	120	160	200	240	280	320	360	400	500	600	800	1,000
7.50	13	27	53	80	107	133	160	187	213	240	267	333	400	533	667
10.00	10	20	40	60	80	100	120	140	160	180	200	250	300	400	500
11.00	9.1	18.2	36.4	54.5	72.7	90.9	109.1	127.3	145.5	163.6	181.8	227.3	272.7	363.6	454.5
12.00	8.3	16.7	33.3	50.0	66.7	83.3	100.0	116.7	133.3	150.0	166.7	208.3	250.0	333.3	416.7
13.00	7.7	15.4	30.8	46.2	61.5	76.9	92.3	107.7	123.1	138.5	153.8	192.3	230.8	307.7	384.6
14.00	7.1	14.3	28.6	42.9	57.1	71.4	85.7	100.0	114.3	128.6	142.9	178.6	214.3	285.7	357.1
15.00	6.7	13.3	26.7	40.0	53.3	66.7	80.0	93.3	106.7	120.0	133.3	166.7	200.0	266.7	333.3
20.00	5.00	10.00	20.00	30.00	40.00	50.00	60.00	70.00	80.00	90.00	100.00	125.00	150.00	200.00	250.00
25.00	4.00	8.00	16.00	24.00	32.00	40.00	48.00	56.00	64.00	72.00	80.00	100.00	120.00	160.00	200.00
30.00	3.33	6.67	13.33	20.00	26.67	33.33	40.00	46.7	53.3	60.0	66.7	83.3	100.0	133.3	166.7
35.00	2.86	5.71	11.43	17.14	22.86	28.6	34.3	40.0	45.7	51.4	57.1	71.4	85.7	114.3	142.9
40.00	2.50	5.00	10.00	15.00	20.00	25.00	30.00	35.00	40.00	45.00	50.00	62.5	75.0	100.0	125.0
45.00	2.22	4.44	8.89	13.33	17.78	22.22	26.7	31.1	35.6	40.0	44.4	55.6	66.7	88.9	111.1
50.00	2.00	4.00	8.00	12.00	16.00	20.00	24.00	28.00	32.00	36.00	40.00	50.00	60.00	80.00	100.00
75.00	1.33	2.67	5.33	8.00	10.67	13.33	16.00	18.7	21.3	24.0	26.7	33.3	40.0	53.3	66.7
100.00	1.00	2.00	4.00	6.00	8.00	10.00	12.00	14.00	16.00	18.00	20.00	25.00	30.00	40.00	50.00
125.00	0.80	1.60	3.20	4.80	6.40	8.00	9.60	11.20	12.80	14.40	16.00	20.00	24.00	32.00	40.00
150.00	0.67	1.33	2.67	4.00	5.33	6.67	8.00	9.33	10.67	12.00	13.33	16.67	20.00	26.67	33.33
200.00	0.50	1.00	2.00	3.00	4.00	5.00	6.00	7.00	8.00	9.00	10.00	12.50	15.00	20.00	25.00

Cost per Page, Box, File Cabinet, etc. for Document Scanning and Storage

Scanning Costs this Many Times the Cost of Storage

There are three relationships highlighted on the preceding chart.

Starting in the upper left hand corner, if your microfilm quotation is for 1 cent (0.01 USD, US Dollar) per page image, and your DVD cost is 10.00 USD per blank DVD (or 2.50 USD per GigaByte on a 4 GigaByte (useable) DVD), then your scanning cost is 80 times your storage cost. This ratio is also the case if you pay 1.25 USD for one Blank CD (1/2 GigaByte useable).

If your scanning vendors quotation is 5 cents (0.05 USD) per page in quantities of 1 million pages, and you magnetic disk costs is 10.00 USD per GigaByte, then your scanning cost is 100 times your storage cost.

If you backfile scanning cost is 10 cents per page (0.10 USD) and your mainframe magnetic disk cost is 200.00 USD per GigaByte, then your scanning cost is 10 times your storage cost.

Note to Readers

Updates and More Detailed Descriptions

When using the information in this article, please check the website www.ArchiveBuilders.com for updates. The version number of this article is just before the page number below. The website also has articles that provide more details on some of the terms and concepts in this article.

Comments

Please let us know how you like this paper, or if you had any questions. What would you like to see in the future? For more, and the most recent version of this article, please visit our web site at www.ArchiveBuilders.com.

Please send your comments via email to SteveGilheany@ArchiveBuilders.com. Tel: +1 310-937-7000. Fax: +1 310-937-7001. Also, please let us know where you saw this article.

Acknowledgements

Reprinted from *Archive Planning*, Volume 5, number 3, 2001, Archive Builders' analysis newsletter for document management.

See www.ArchiveBuilders.com.

All trademarks are the property of their respective holders.

Note to Editors

Paper 22030v005

We will continue to update these articles as we get comments. Please contact us for the most current version before you publish. Also, please request permission to publish the article. Permission will be given freely for most purposes.

Steve Gilheany
Archive Builders
1209 Manhattan Ave., C-14
Manhattan Beach, CA 90266

Tel: +1 310-937-7000 Fax: +1 310-937-7001
SteveGilheany@ArchiveBuilders.com

Bio

Steve Gilheany, BA in Computer Science, MBA, MLS Specialization in Information Science, CDIA (Certified Document Imaging System Architect), AIIM Maser, and AIIM Laureate, of Information Technologies, CRM (Certified Records Manager, ARMA) has twenty years experience in document imaging and is a Sr. Systems Engineer at Archive Builders.

Author

Steve Gilheany is a Sr. Systems Engineer at Archive Builders. He has worked in digital document management and document imaging for twenty years.

His experience in the application of document management and document imaging in industry includes: aerospace, banking, manufacturing, natural resources, petroleum refining, transportation, energy, federal, state, and local

government, civil engineering, utilities, entertainment, commercial records centers, archives, non-profit development, education, and administrative, engineering, production, legal, and medical records management. At the same time, he has worked in product management for hypertext, for windows based user interface systems, for computer displays, for engineering drawing, letter size, microform, and color scanning, and for xerographic, photographic, newspaper, engineering drawing, and color printing.

In addition, he has nine years of experience in data center operations and database and computer communications systems design, programming, testing, and software configuration management. He has an MLS Specialization in Information Science and an MBA with a concentration in Computer and Information Systems from UCLA, a California Adult Education teaching credential, and a BA in Computer Science from the University of Wisconsin at Madison. His industry certifications include: the CDIA (Certified Document Imaging System Architect) and the AIIM Master (MIT), and AIIM Laureate (LIT), of Information Technologies (from AIIM International, the Association of Information and Image Management, www.AIIM.org), and the CRM (Certified Records Manager) (from the ICRM, the Institute of Certified Records Managers, the official certifying body for ARMA International, the Association of Records Managers and Administrators, www.ARMA.org).

Contact:

SteveGilheany@ArchiveBuilders.com

Tel: +1 310-937-7000 Fax: +1 310-937-7001

For more information, courses, and papers:

<http://www.ArchiveBuilders.com>