

DEPARTMENT ADMINISTRATION

STATE OF MINNESOTA

Office Memorandum

TO : The Honorable Joan Anderson Growe
Secretary of State

DATE: September 28, 1976

FROM : Richard L. Brubacher, Commissioner
Department of Administration*Richard L. Brubacher*

SUBJECT: Reorganization Order Number 77

RECEIVED

SEP 28 1976

SECRETARY OF STATE

Attached for your file is the original Department of Administration Reorganization Order Number 77 relating to the transfer of the State Records Center from the Minnesota Historical Society to the Department of Administration.

Copies of this order have been transmitted to the appropriate individuals and offices.

RLB/dje

Attachment

#30008
STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED
SEP 29 1976

Joan Anderson Growe
Secretary of State

STATE OF MINNESOTA
DEPARTMENT OF ADMINISTRATION
REORGANIZATION ORDER NO. 77

Pursuant to Minnesota Statutes, 1974, Sections 16.125, 16.13 and 16.135, the following administrative reorganization is made.

In order to promote efficiency in and overall coordination of the State's records management function, the function of the State's Record Center, along with the following positions, are hereby transferred from the State Archives, Minnesota Historical Society, to the Department of Administration.

Classification

Clerk Senior
Clerk II

Incumbent

Schwan, John
Galvin, Kevin

In conjunction with this reorganization order, the cost of salary and fringe benefits for the aforementioned positions (\$13,137 salary, \$1,556.74 retirement and FICA, \$547.20 insurance) is transferred from the State Archives, Minnesota Historical Society (appropriation number 64000:10-10) to the Department of Administration (16000:69-10). It is also authorized that equipment, described on attached detailed inventory, be transferred from State Archives, Minnesota Historical Society, to the Department of Administration. It is further authorized that \$21,886.12 be transferred from the State Archives, Minnesota Historical Society, (64000:10-10), AID 88547-5) to the Department of Administration (16000:69-10) for supplies, rent and expense.

The complement of the State Archives, Minnesota Historical Society, is decreased by two positions and the legislative complement of the Department of Administration is increased by two positions.

The Commissioner of Finance is authorized to complete this transfer.

This order is effective September 29, 1976.

9/28/76
Date

APPROVED:

#30008
STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED
SEP 29 1976
John Anderson
Secretary of State

Richard L. Brubacher
Richard L. Brubacher, Commissioner
Department of Administration

9/28/76
Date

Wendell R. Anderson
Wendell R. Anderson, Governor

MINNESOTA HISTORICAL SOCIETY
INVENTORY CONTROL OF PROPERTY AND EQUIPMENT

Department: RECORDS CENTER
 Person responsible: John Schwan
 Building location: 117 University Ave

I.D. Number	Equipment Description	Manufacturer	Serial Number	Date Acquired	Value	Location (Person)
3015 - 16	Chair, Fireside	InterRoyal	1104P	Sept. 10, 1970	\$45.35	Schwan
25	Clock, Seth Thomas	Seth Thomas	E877-000	June 28, 1956	8.85	
40	Fan, 5' Pedestal	General Elect. 20"	P6	June 11, 1964	27.66	
41	Fan, 5' Pedestal	" " 20"	"	"	27.66	
66	Step ladder 4 step steel	Modern Equip. Co.	handrails W/casters	June 17, 1964	50.36	
67	Step ladder 4 step steel	" " "	" "	Oct. 2, 1962	76.00	
70	Step ladder 5 step steel	" " "	" "	"	89.25	
80	Table, Work W/Casters	St. Cloud Ref.	14x24x32"	June 28, 1966	35.00	
81	Table, " "	" "	" "	"	35.00	
92	Truck, Hand W/Tires	Cassidy Bros.	#1152	Mar, 26, 1957	23.45	
103	Typewriter, Elite	Underwood	#13-8037946	June 7, 1957	207.50	
113	File,	Comb. Card & letter	106-5	Jan. 1940	46.50	
127	File, Kardex	Remington Rand	4" x 6" 15 Drawer	Mar. 1941	75.00	
138	Stand, Typewriter	Green Metal	246-778	June 1956	13.70	
202	Table, Wood top	Public Prop.	32 x 21 x 31"	Aug. 1961	15.00	
203	Table, Wood Top	" "	42 x 25 1/2 x 26"	"	4.00	
206	Table, Wood top	" "	68 x 28 1/2 x 30"	"	29.00	

MINNESOTA STATE RECORDS CENTER

April 16, 1975

SHELVING (3rd Floor, 117 University Avenue)

LINEAR FEET

15" Shelves - 177 Sections x 8 Shelves High = 1,416 Shelves x 3 1/2' Width = 4,956 Linear Feet

15" Shelves - 24 Sections x 11 Shelves High = 264 Shelves x 3 1/2' Width = 924 Linear Feet

5,880

24" Shelves - 60 Sections x 6 Shelves High = 360 Shelves x 3 1/2' Width = 1,260 Linear Feet

1,260

30" Shelves - 269 Sections x 8 Shelves High = 2,152 Shelves x 3 1/2' Width = 7,532 Linear Feet

30" Shelves - 8 Sections x 11 Shelves High = 88 Shelves x 3 1/2' Width = 308 Linear Feet

7,840

538 Sections

Total 14,980
Linear Feet

Current records capacity of the area -- 25,000 cubic feet.



STATE OF MINNESOTA

DEPARTMENT MHS Archives and Manuscripts*Office Memorandum*

TO : Gloria Gold

DATE: Sept. 22, 1976

FROM : Lucile Kane

SUBJECT: Equipment Transfers

In addition to the items appearing on the inventory already given to you, the following are transferred to the Department of Administration.

Refrigerator and miscellaneous kitchen equipment. These items have no state inventory number. They are functional, but of little value.

Storage cabinet, grey steel, inventory no. 3015-152, purchased in 1951, for \$50.00.

All shelving on third floor, 117 University Ave., as per attached list.

Chair, inventory number 3015-23. Purchased in 1956 for \$31.00

ARCHIVES SHELVING IN SECTIONS & LINEAR FEET

April 21, 1975

(SHELVING LOCATED AT 117 UNIVERSITY AVENUE (2ND FLOOR))

167 Sections	-	42" x 15" x 8 Shelves	@	28 Lin. Ft. per section	=	4,676 Linear Feet
12 Sections	-	42" x 18" x 8 Shelves	@	28 Lin. Ft. per section	=	336 Linear Feet
11 Sections	-	42" x 24" x 8 Shelves	@	28 Lin. Ft. per section	=	308 Linear Feet
130 Sections	-	42" x 30" x 8 Shelves	@	28 Lin. Ft. per section	=	3,640 Linear Feet
* * * * *						
69 Sections	-	36" x 18" x 8 Shelves	@	24 Lin. Ft. per section	=	1,656 Linear Feet
8 Sections	-	36" x 24" x 8 Shelves	@	24 Lin. Ft. per section	=	192 Linear Feet
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397 Sections				Total		10,808 Linear Feet