

【別紙2】 文書量調査結果（平成30年7月実施）

（単位：f m）

| | | 執務室内における保管文書（一般文書）① | | | | | | | | | | | | 執務室内における保管文書（図面その他）② | | | | | | | | | | | | | | | | | | |
|-----|------------|---------------------|-------|---------|---------|---------|-------|-------|-------|---------|--------|-------------|---------|----------------------|----------|-------------|-------|-------------|-------|--------|-------------------|-------------------|-------|-----|-----|-----|-------|-------|-----|-------|------|------|
| | | 一般文書ファイル | | | | | | 未使用帳票 | 図書 | その他文書 | 備考（任意） | 個人保管文書（机周り） | 一般文書（計） | 筒状図面 | | 図面ファイル、製本図面 | | マップケース（引出型） | | | その他（文書保存箱、ダンボール等） | | | | | | | | | | | |
| 人数 | 場所等 | フォルダー | バインダー | レターファイル | ヒモ綴じ | その他 | サイズ | | | | | | | 数量（本） | サイズ | 厚み（m） | サイズ | 引出し段数 | fm換算値 | 種類、場所等 | 数量（箱数） | サイズ・高さのうち最も長い辺を記載 | fm換算値 | | | | | | | | | |
| 1 | 11_総務局 | 148.0 | 0.0 | 58.9 | 594.2 | 113.0 | 17.8 | 31.7 | 0.4 | 132.4 | 18.5 | 0.0 | 0.0 | 176.2 | 1,143.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 19.6 |
| 2 | 13_総合政策局 | 58.0 | 0.0 | 13.7 | 120.9 | 5.4 | 0.0 | 0.9 | 0.9 | 33.8 | 6.8 | 0.0 | 0.0 | 90.8 | 273.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 3 | 15_財政局 | 167.0 | 0.0 | 159.6 | 344.8 | 153.2 | 22.6 | 22.7 | 7.2 | 95.8 | 32.8 | 0.0 | 0.0 | 268.2 | 1,106.7 | 0.0 | 0.0 | 0.0 | 1.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 5.0 | 0.0 | 0.0 | 2.0 | |
| 4 | 16_市民局 | 107.0 | 0.0 | 38.6 | 384.9 | 108.0 | 10.0 | 25.6 | 1.5 | 71.2 | 99.5 | 0.0 | 0.0 | 119.1 | 858.3 | 0.0 | 128.0 | 0.0 | 1.8 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 134.0 | 0.0 | 0.0 | 56.5 | |
| 5 | 17_保健福祉局 | 252.0 | 0.0 | 29.1 | 1,107.3 | 229.5 | 33.8 | 16.2 | 2.3 | 111.5 | 39.4 | 0.0 | 0.0 | 358.1 | 1,927.1 | 0.0 | 57.0 | 0.0 | 0.1 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 148.0 | 0.0 | 0.0 | 70.2 | |
| 6 | 18_子ども未来局 | 88.0 | 0.0 | 19.4 | 295.2 | 112.1 | 10.6 | 3.3 | 12.0 | 21.0 | 60.0 | 0.0 | 0.0 | 172.3 | 705.8 | 0.0 | 0.0 | 0.0 | 0.2 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 9.0 | 0.0 | 0.0 | 4.4 | |
| 7 | 19_環境局 | 144.0 | 0.0 | 38.9 | 569.9 | 138.9 | 17.5 | 15.0 | 6.6 | 96.6 | 38.3 | 0.0 | 0.0 | 128.8 | 1,050.5 | 0.0 | 34.0 | 0.0 | 1.3 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 32.0 | 0.0 | 0.0 | 24.5 | |
| 8 | 23_経済農政局 | 102.0 | 0.0 | 19.4 | 316.0 | 104.7 | 17.4 | 6.8 | 10.6 | 41.7 | 17.9 | 0.0 | 0.0 | 148.0 | 682.4 | 0.0 | 15.0 | 0.0 | 6.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 69.0 | 0.0 | 0.0 | 41.9 | |
| 9 | 25_都市局 | 290.0 | 0.0 | 217.4 | 1,785.1 | 567.5 | 106.2 | 44.3 | 10.0 | 543.2 | 68.0 | 0.0 | 0.0 | 355.3 | 3,697.0 | 0.0 | 113.0 | 0.0 | 10.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 134.0 | 0.0 | 0.0 | 64.4 | |
| 10 | 27_建設局 | 295.0 | 0.0 | 296.2 | 1,985.7 | 534.6 | 94.0 | 81.4 | 23.8 | 308.1 | 152.6 | 0.0 | 0.0 | 399.8 | 3,876.1 | 0.0 | 241.0 | 0.0 | 13.9 | 0.0 | 20.0 | 1.0 | 0.0 | 0.0 | 0.0 | 0.0 | 141.0 | 0.0 | 0.0 | 72.5 | | |
| 11 | 31_中央区 | 7.0 | 0.0 | 5.2 | 3.6 | 6.6 | 3.7 | 4.6 | 12.2 | 6.4 | 5.4 | 0.0 | 0.0 | 0.0 | 47.7 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | |
| 12 | 50_水道局 | 9.0 | 0.0 | 3.1 | 29.8 | 21.2 | 0.0 | 0.0 | 0.3 | 12.1 | 4.3 | 0.0 | 0.0 | 9.1 | 79.9 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 10.0 | 0.0 | 0.0 | 4.0 | |
| 13 | 51_病院局 | 26.0 | 0.0 | 3.9 | 95.1 | 16.2 | 8.1 | 1.2 | 0.0 | 21.4 | 8.8 | 0.0 | 0.0 | 50.9 | 205.6 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | |
| 14 | 60_会計室 | 26.0 | 0.0 | 1.3 | 75.6 | 26.9 | 5.3 | 7.7 | 5.5 | 1.6 | 15.2 | 0.0 | 0.0 | 6.2 | 145.3 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | |
| 15 | 71_教育委員会 | 194.0 | 0.0 | 54.6 | 724.2 | 222.4 | 24.2 | 24.8 | 18.4 | 113.9 | 83.6 | 0.0 | 0.0 | 319.0 | 1,585.1 | 0.0 | 163.0 | 0.0 | 90.6 | 0.0 | 5.0 | 0.3 | 0.0 | 0.0 | 0.0 | 0.0 | 159.0 | 0.0 | 0.0 | 120.0 | | |
| 16 | 73_選挙管理委員会 | 9.0 | 0.0 | 0.0 | 29.5 | 8.6 | 0.0 | 0.0 | 0.0 | 11.4 | 1.3 | 0.0 | 0.0 | 12.9 | 63.6 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | |
| 17 | 75_人事委員会 | 11.0 | 0.0 | 4.8 | 40.8 | 15.5 | 0.0 | 0.0 | 0.0 | 21.4 | 4.5 | 0.0 | 0.0 | 13.2 | 100.1 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | |
| 18 | 77_監査委員事務局 | 18.0 | 0.0 | 0.4 | 41.9 | 6.2 | 0.5 | 16.9 | 0.0 | 26.1 | 3.2 | 0.0 | 0.0 | 37.0 | 132.1 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | |
| 19 | 80_議会事務局 | 28.0 | 0.0 | 16.4 | 72.8 | 27.7 | 9.3 | 46.2 | 1.0 | 3.7 | 0.8 | 0.0 | 0.0 | 30.9 | 208.8 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 11.0 | 0.0 | 0.0 | 3.9 | |
| 総合計 | | 1,979.0 | 0.0 | 980.8 | 8,617.2 | 2,418.1 | 380.9 | 349.1 | 112.6 | 1,673.1 | 660.9 | 0.0 | 0.0 | 2,695.5 | 17,888.2 | 0.0 | 751.0 | 0.0 | 124.9 | 0.0 | 25.0 | 1.3 | 0.0 | 0.0 | 0.0 | 0.0 | 852.0 | 0.0 | 0.0 | 0.0 | | |

(単位：f m)

| | | 執務室外（各課管理の書庫）における保存文書 ④ | | | | | | | | | | | | | | | | 執務室内における保管文書(計) (①+②)=③ | | | | | | 執務室外における保存文書(計) ④ | | 執務室合計 (③+④) | |
|-----|------------|-------------------------|----------|-----------|---------------------------|-----------|-----------|-----------------|-----------|-------------------|-----|-----------|-------|-----------|-------|-----------|---------|-------------------------|-------------|---------|-------------|------|-------|-------------------|---------|-------------|------|
| | | 文書保存箱 (ダンボール、衣装ケース等) | | | ファイルのまま保存 (バインダー・フォルダ) | | 図書 | 図面ファイル、 製本図面 | | 図面保管庫 (マップケース) | | | 未使用帳票 | | 筒状図面 | | 一般文書 | 図面 その他 | 筒状図面 (本) | | 筒状図面 (本) | | | | | | |
| | | 数量 (箱数) | サイズ | fm 換算値 | 種類 | 厚み (m) | 厚み (m) | 種類 | 厚み (m) | 図面サ イズ | 段数 | fm 換算値 | 種類 | 厚み (m) | サイズ | 数量 (本) | | | | | | | 1人あたり | 1人あたり | 1人あたり | 1人あたり | |
| | | 人数 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 11_総務局 | 148.0 | 0.0 | 0.0 | 130.3 | 0.0 | 170.2 | 46.8 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 18.7 | 0.0 | 0.0 | 1,143.0 | 7.7 | 19.6 | 1,162.7 | 7.9 | 0.0 | 366.0 | 0.0 | 1,528.7 | 10.3 | |
| 2 | 13_総合政策局 | 58.0 | 71.0 | 0.0 | 28.4 | 0.0 | 156.0 | 131.4 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.3 | 0.0 | 0.0 | 273.0 | 4.7 | 0.0 | 273.0 | 4.7 | 0.0 | 316.1 | 0.0 | 589.1 | 10.2 | |
| 3 | 15_財政局 | 167.0 | 1,106.0 | 0.0 | 448.6 | 0.0 | 130.1 | 17.2 | 0.0 | 19.1 | 0.0 | 5.0 | 0.3 | 0.0 | 40.8 | 0.0 | 27.0 | 1,106.7 | 6.6 | 3.0 | 1,109.7 | 6.6 | 0.0 | 656.0 | 27.0 | 1,765.6 | 10.6 |
| 4 | 16_市民局 | 107.0 | 600.0 | 0.0 | 276.8 | 0.0 | 97.5 | 15.4 | 0.0 | 7.5 | 0.0 | 19.0 | 1.0 | 0.0 | 27.0 | 0.0 | 23.0 | 858.3 | 8.0 | 58.3 | 916.6 | 8.6 | 128.0 | 425.1 | 23.0 | 1,341.7 | 12.5 |
| 5 | 17_保健福祉局 | 252.0 | 2,411.0 | 0.0 | 998.7 | 0.0 | 350.9 | 80.3 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 61.1 | 0.0 | 56.0 | 1,927.1 | 7.6 | 70.3 | 1,997.4 | 7.9 | 57.0 | 1,491.0 | 56.0 | 3,488.4 | 13.8 |
| 6 | 18_子ども未来局 | 88.0 | 351.0 | 0.0 | 150.6 | 0.0 | 27.1 | 2.7 | 0.0 | 0.7 | 0.0 | 0.0 | 0.0 | 0.0 | 10.6 | 0.0 | 20.0 | 705.8 | 8.0 | 4.6 | 710.4 | 8.1 | 0.0 | 191.7 | 20.0 | 902.1 | 10.3 |
| 7 | 19_環境局 | 144.0 | 515.0 | 0.0 | 209.0 | 0.0 | 203.7 | 45.6 | 0.0 | 4.8 | 0.0 | 0.1 | 0.0 | 0.0 | 1.4 | 0.0 | 136.0 | 1,050.5 | 7.3 | 25.8 | 1,076.3 | 7.5 | 34.0 | 464.5 | 136.0 | 1,540.8 | 10.7 |
| 8 | 23_経済農政局 | 102.0 | 433.0 | 0.0 | 212.2 | 0.0 | 308.6 | 86.2 | 0.0 | 2.4 | 0.0 | 10.5 | 0.5 | 0.0 | 2.4 | 0.0 | 150.0 | 682.4 | 6.7 | 47.9 | 730.3 | 7.2 | 15.0 | 612.4 | 150.0 | 1,342.7 | 13.2 |
| 9 | 25_都市局 | 290.0 | 4,923.0 | 0.0 | 2,308.0 | 0.0 | 1,002.0 | 79.2 | 0.0 | 28.9 | 0.0 | 197.0 | 10.9 | 0.0 | 1.4 | 0.0 | 587.0 | 3,697.0 | 12.7 | 74.4 | 3,771.4 | 13.0 | 113.0 | 3,430.4 | 587.0 | 7,201.8 | 24.8 |
| 10 | 27_建設局 | 295.0 | 2,439.0 | 0.0 | 1,005.0 | 0.0 | 658.2 | 14.8 | 0.0 | 32.9 | 0.0 | 70.0 | 3.5 | 0.0 | 18.0 | 0.0 | 759.0 | 3,876.1 | 13.1 | 87.4 | 3,963.5 | 13.4 | 241.0 | 1,732.3 | 759.0 | 5,695.8 | 19.3 |
| 11 | 31_中央区 | 7.0 | 78.0 | 0.0 | 25.2 | 0.0 | 15.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 18.1 | 0.0 | 0.0 | 47.7 | 6.8 | 0.0 | 47.7 | 6.8 | 0.0 | 58.3 | 0.0 | 106.0 | 15.1 |
| 12 | 50_水道局 | 9.0 | 370.0 | 0.0 | 148.0 | 0.0 | 7.2 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 79.9 | 8.9 | 4.0 | 83.9 | 9.3 | 0.0 | 155.2 | 0.0 | 239.1 | 26.6 |
| 13 | 51_病院局 | 26.0 | 81.0 | 0.0 | 32.4 | 0.0 | 49.8 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 3.3 | 0.0 | 0.0 | 205.6 | 7.9 | 0.0 | 205.6 | 7.9 | 0.0 | 85.5 | 0.0 | 291.1 | 11.2 |
| 14 | 60_会計室 | 26.0 | 481.0 | 0.0 | 200.5 | 0.0 | 278.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 23.0 | 0.0 | 0.0 | 145.3 | 5.6 | 0.0 | 145.3 | 5.6 | 0.0 | 501.5 | 0.0 | 646.8 | 24.9 |
| 15 | 71_教育委員会 | 194.0 | 1,377.0 | 0.0 | 577.6 | 0.0 | 173.1 | 42.8 | 0.0 | 4.3 | 0.0 | 12.0 | 0.6 | 0.0 | 32.7 | 0.0 | 80.0 | 1,585.1 | 8.2 | 210.8 | 1,795.9 | 9.3 | 163.0 | 831.0 | 80.0 | 2,626.8 | 13.5 |
| 16 | 73_選挙管理委員会 | 9.0 | 0.0 | 0.0 | 0.0 | 0.0 | 35.7 | 20.9 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 63.6 | 7.1 | 0.0 | 63.6 | 7.1 | 0.0 | 56.7 | 0.0 | 120.3 | 13.4 |
| 17 | 75_人事委員会 | 11.0 | 15.0 | 0.0 | 6.0 | 0.0 | 66.5 | 8.6 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 100.1 | 9.1 | 0.0 | 100.1 | 9.1 | 0.0 | 81.1 | 0.0 | 181.2 | 16.5 |
| 18 | 77_監査委員事務局 | 18.0 | 15.0 | 0.0 | 6.0 | 0.0 | 26.9 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 132.1 | 7.3 | 0.0 | 132.1 | 7.3 | 0.0 | 32.9 | 0.0 | 165.0 | 9.2 |
| 19 | 80_議会事務局 | 28.0 | 63.0 | 0.0 | 25.9 | 0.0 | 14.6 | 386.4 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 11.2 | 0.0 | 0.0 | 208.8 | 7.5 | 3.9 | 212.7 | 7.6 | 0.0 | 438.1 | 0.0 | 650.8 | 23.2 |
| 総合計 | | 1,979.0 | 15,329.0 | 0.0 | 0.0 | 0.0 | 3,771.1 | 978.3 | 0.0 | 0.0 | 0.0 | 313.6 | 16.7 | 0.0 | 269.9 | 0.0 | 1,838.0 | 17,888.2 | 9.0 | 610.0 | 18,498.2 | 9.3 | 751.0 | 11,925.7 | 1,838.0 | 30,423.8 | 15.4 |