



**MEMBERS:**

THOMAS J. ENRIGHT  
BOBBIE M. HALL  
PALMER C. McNEAL  
DOROTHY S. TEATER  
JOSEPH W. TESTA  
ADMINISTRATOR

April 7, 1985

The Honorable Jack Foulk, President  
Board of Franklin County Commissioners  
410 S. High Street, 3rd Floor  
Columbus, Ohio 43215

Re: Microfilming Board Annual Report

Dear Commissioner Foulk:

Approximately one year ago I appeared before the Board of Franklin County Commissioners and asked you to establish the Franklin County Microfilming Board. This Board, in accordance with the Ohio Revised Code, Sec. 307.80, would be empowered to coordinate and direct microfilming work for county government.

The Microfilming Board was established and subsequently met for the first time on March 1, 1985. Since then we have met monthly to review a variety of matters such as filming, storage, supply and material purchase, equipment, office space, service contracts and other matters related to microfilming. I believe that we have taken steps toward achievement of some important goals for county government and the citizens of Franklin County.

We have used a coordinated allocation of existing cameras, management of filming projects, the initiation of reporting procedures, and the monthly review by the Board to increase productivity. We have increased the filmed document images to over 5,000,000 images in our first year, a 70.3% increase over last year.

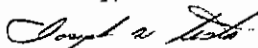
The Honorable Jack Foulk, President  
April 7, 1986  
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Through competitive bidding, seeking alternative vendor sources and bulk purchasing, we have reduced supply costs. Coupled with the increased productivity we have reduced the supply cost per document image by 40.5% as compared to the previous year.

In this first annual report we will review the progress of the Board and the microfilm operations over the past year. We will outline some further goals which we hope to achieve in the coming year and for several years thereafter. Included in the report are pictorial examples of some of the filming projects recently undertaken. They should serve to illustrate some examples of the potential benefits of the Board's operations.

Our cost efficient use of county resources to reduce office space requirements for document storage should continue to realize significant benefits. We will continue to stress improved record safety and security procedures, a thorough review of retention and retrieval requirements, and an overall view of record management for the future. Through these efforts, the administration of county government and the citizens of Franklin County should realize significant benefits.

Sincerely,



Joseph W. Testa, Administrator  
Franklin County Microfilming Board

JWT/tln

cc: Dorothy S. Teater, County Commissioner  
Roger W. Tracy, County Commissioner

FRANKLIN COUNTY MICROFILMING BOARD

1985 Annual Report

April 7, 1986

Submitted by: Joseph W. Testa, Administrator  
Franklin County Microfilming Board

Cathy L. Phillips  
Micrographics Supervisor

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FIRST YEAR FILMING ACCOMPLISHMENTS

MICROGRAPHIC PROJECT DESCRIPTION

Auditor's Office

1. Exempt Conveyance Fee Statement - List reasons for exemptions.
2. Voided Parcel Sheets

Board of Elections

1. Registration Cards, Inactive Register of Voters; alphabetically by elector. Contains master and precinct cards of electors who have not voted.  
Retention: Two years after inactive.

Clerk of Courts

1. (a) Judgements  
(b) CPC Order Books  
(c) Notaries  
(d) Appeals  
(e) Real Estate
2. Alimony & Support Ledger Cards - Arranged numerically by case. Contains a record of alimony payments and receipts showing payee, payor, and dates and amounts received and disbursed.  
Retention: Until alimony and/or support payments are terminated, provided audited.
3. Juvenile Records - All legal documents pertaining to juveniles. Not all documents are open to public inspection.  
Retention: Until defendant attains age of twenty-one or two years after case file has been expunged; then microfilm and destroy paper copy.

Common Pleas Court

1. Adult Probation Department - Arranged alphabetically by probationer. Contains original papers of probation including family background, social history, investigative reports, and reports of probation officers showing probationer, offense charges, and case number. These records are not open to the public.  
Retention: Five years after probation is terminated.

### Prosecutor's Office

1. Prosecutor's Files - Arranged numerically by case. Contains a record of criminal cases filed and prosecuted in county court. Shows case number, name, age, and sex of defendant; charge; dates of indictment and arraignment; plea; amount of bond; trial date; verdict; term of sentence; and judge. May also contain defendant's police record offense reports, witnesses, subpoenas, grand jury hearing report, policy summaries, statements of witnesses, FBI records, and photograph of defendant.  
Retention: Permanent

### Sheriff's Office

1. Inmate Release Forms - Arranged chronologically by commitment. Contains a record of prisoners confined in the county jail showing for each: name, alias, serial number, offense, address, physical description, occupation, nativity, name and address of next of kin, arresting officer, date committed, term of sentence, and date discharged.  
Retention: Until recorded in jail register.

### Recorder's Office

1. Official Records - In accordance with 317.08, Ohio Revised Code, Supplement F. The County Recorder may record all the instruments in two separate sets of Record Books. One set called Official Records shall contain: all deeds, all mortgages, all executory installment contracts for the sale of land, all options to purchase real estate. All power of attorneys and all types of leases. The other set being the plat records.  
Retention: Permanent
2. Financing Statements - Arranged chronologically therein by file number. Instruments contain full names and addresses of debtor and secured party, description of chattel (usually household goods), file number, and date and time recorded.  
Retention: One year after expiration of mortgage.

Recorder's Office (continued)

3. Plats - Arranged chronologically by filing. Contains plats of all land within the county, from its settlement or 1803, whichever is earlier, showing streets, roads, and alleys as laid out, including subdivision of existing lots and annexations to municipal corporations within the county. Shows full name and address of deed holder, description of original property, where land last recorded in plat book by volume and page, surveyor, County Commissioner's and Engineer's approval and date recorded.  
Retention: Permanent
4. Condominium Plats - Filed plats showing layout site, exterior and interior of condominium.
5. Daily Sheets - (Deeds and Mortgages) Arranged alphabetically, chronologically by deed or by mortgage presented for recording. Shows instrument number, date filed, grantor, grantee, mortgagor, mortgagee, and volume and page of instrument recorded wherein verbatim transcript of instrument may be found after last entry.  
Retention: Ten years.
6. Mortgages - Arranged chronologically by filing. Contains verbatim transcript of mortgages, includes file number, name and address of mortgagor and mortgagee, total amount and duration of mortgage, and describes property. Also shows dates filed and recorded and indicates through marginal notations any assignment or release of the mortgage.  
Retention: Permanent
7. Soldier's Discharge - Arranged by date of filing. Contains verbatim transcripts of honorable discharges from U.S. armed forces, showing full name and address of soldier, rank, date of birth and last duty assignment.  
Retention: Permanent
8. Daily Work Records - Work records for each office that uses the Recorder's Office's resources in the micro-graphics area. For Recorder's use only.  
Retention: Microfilm and destroy paper copy.

Auditor's Office

Tax Transfer Section

Tax conveyance, 105mm fiche format, 200 images/fiche.

Number of Fiche - 5,122

Duplicates (3) - 15,366

I. D. Section

Void Parcel Sheets, 105mm fiche format, 200 images/fiche.

Number of Fiche - 25

Duplicates (3) - 75

<u>Total Fiche</u>	<u>Total Duplicates</u>
5,147	15,441

Auditor's employees are using an image system camera for filming, located in the Fiscal Department. The office is provided with camera, film, processing, quality control inspection, title strips, duplicating of masters, off-site security storage of masters, maintenance and repair of cameras. In addition to filming needs, the Auditor's Office has been provided with microfiche storage trays, viewers (public and office use), Recorder's General Index, supplement and daily index, Recorder's Daily Official Records and desk stands with panels.

Board of Elections

Inactive Registration Files

Filmed on 16mm Rotary roll film format.

Number of Images - 250,000

No Duplicates at Present

The Franklin County Microfilming Board has provided the Board of Elections with a camera to film the inactive files. The project was started and completed by the Board of Elections camera operators. The Franklin County Microfilming Board has provided the camera, indexing, film processing, and camera repair and maintenance. The Franklin County Microfilming Board also provides the Board of Elections with viewers on a daily basis with an additional nine viewers during election



Board of Elections (continued)

time. Computer Output Microfiche (COM) is provided for the Board of Elections throughout the year.

Total Film - 85 rolls  
Total Film Duplicates - 0  
Total Images - 250,000  
COM - 20 Duplicates, 560  
Processing Runs - 52

Clerk of Courts

Alimony & Support Division (50 E. Mound Street)

Support Payment Checks

Filmed on 16mm Rotary roll film format.  
Number of Images - 105,900  
No Duplicates at Present

Ledger Cards

CTG Camera, 105mm fiche format, 200 images/fiche.  
Number of Fiche - 300  
Duplicates - 600

Support Payment Checks - Filmed part-time by a Clerk of Courts' employee at 50 E. Mound Street. The camera, film, processing, quality control inspection and camera repair are provided by the Franklin County Microfilming Board.

Ledger Cards (payment records) - Filmed by the Clerk's employees in the Clerk's office. Camera, film, processing, quality control inspection, titling, duplicating of masters, off-site security storage of masters, maintenance and repair of cameras are provided by the Franklin County Microfilming Board. Alimony & Support Division is also provided with a 3M reader/printer to convert microfiche to hard copy.

Civil Division

Daily and History, 105mm fiche format, 200 images/fiche.

	<u>Number of Fiche</u>	<u>Duplicates</u>
Daily	3,690	14,760
History	3,794	7,588
Totals	7,484	22,348

Clerk of Courts (continued)

Criminal Division

Daily and History, 105mm Fiche format, 200 images/fiche.

	<u>Number of Fiche</u>	<u>Duplicates</u>
Daily	1,029	2,058
History	707	1,414
Totals	1,736	3,472

Domestic Relations Division

Daily and History, 105mm Fiche format, 200 images/fiche.

	<u>Number of Fiche</u>	<u>Duplicates</u>
Daily	1,451	5,804
History	2,067	4,134
Totals	3,518	9,938

Juvenile Case Files

105mm Fiche format; number of images vary.

History case files filmed in Recorder's Office by Recorder's employees.

	<u>Number of Fiche</u>	<u>Duplicates</u>
	441	882
Totals	441	882

Clerk of Courts

Total Fiche Produced - 13,479

Total Duplicates - 37,244

Total Images (roll film) - 105,990

Recorder's Office

105mm Fiche Format

Daily Number of Fiche - 1,992

Duplicates - 56,980

Daily - 35mm roll film format (images).

	<u>Images</u>	<u>Duplicates</u>
Plats & Condos	443	4,673
Daily Sheets	773	773
Totals	1,206	5,446
Work Sheets	48	48

Recorder's Office (continued)

History - 35mm roll film format (images).

Torrens Deeds	4,620
Mortgage Books	65,800
Veteran Discharge Records	3,900
Miscellaneous Index Records	8,303
Tests for Filming Projects	<u>109</u>
Total Images	78,637

History

Juvenile, 105mm fiche format.  
Number of Fiche - 441  
Duplicates - 882

History

Veteran Discharge Record, 105 mm fiche format.  
Number of Fiche - 39  
Duplicates - 78

Franklin County Commissioners

Road and bridge contracts, resurfacing, construction of  
alleys and roads. Filmed on 35mm Planetary roll film format.

Number of Images - 9,000  
No Duplicates at Present

The Franklin County Commissioners' records are being filmed  
in the Franklin County Recorder's Office by Recorder's  
employees. The Franklin County Microfilming Board is  
providing the film, processing, quality control inspection,  
and the indexing. Viewers and microfiche storage trays are  
provided for by the Franklin County Commissioner's Office.

Common Pleas Court

Adult Probation Department (APD) - Case files, 105mm fiche  
format.

Number of Fiche - 1,336  
Duplicates - 1,336

The APD has filmed their case files in the APD department  
this past year. The filming this year will be done in the  
Recorder's Office. This will enable the sharing of a camera  
with other filming projects. The Franklin County Micro-  
filming Board has provided film, camera, processing, typing,  
titling, quality control inspection, duplicating, security  
off-site storage of master fiche, maintenance and repair of  
cameras and viewers.

### Prosecutor's Office

#### Prosecutor's Case Files - 105mm fiche format.

Number of Fiche - 1,571

Duplicates - 1,571

The Franklin County Prosecutor has filmed their case files in the Prosecutor's Office this past year by their employees. The Franklin County Microfilming Board has furnished the Prosecutor's Office with camera, film, processing, titling, duplicating, quality control film inspection, security off-site master fiche storage, viewers, and microfiche storage trays.

### Sheriff's Office

#### Inmate Release Male/Inmate Release Female - 105mm fiche format.

Number of Fiche - 3,045

Duplicates - 3,045

The Franklin County Sheriffs Department films the inmate release documents in their office. The Franklin County Microfilming Board provides the camera, film, processing, titling, duplicating, inspection control, viewers, maintenance and repair of equipment, storage trays, and security off-site storage. The Franklin County Microfilming Board also performs expungements of inmate release by Court order for the Franklin County Sheriffs Department.

The Franklin County Sheriffs Department at this time, along with the Franklin County Data Center and the Recorder's Office, provide the Franklin County Microfilming Board with security storage space.

### Treasurer's Office

#### Address Change Cards - 105mm fiche format.

Number of Fiche - 58

Duplicates - 58

Treasurer's Office employees have use of a camera located in the Recorder's Office for filming. Viewers are provided throughout the Treasurer's Office for the public and office personnel. The Franklin County Microfilming Board provides the film, camera, processing, titling, duplicating, quality control inspection, off-site storage, and maintenance and repair of equipment.

# BUDGET SUMMARY

DEPARTMENT NAME AND NUMBER Commissioners - 1100

APPROPRIATION NAME AND NUMBER Microfilming & Copying - 1270

PREPARED BY J. Testa/C. Phillips

SUBMITTED November 22, 1985

APPROPRIATION		1984	1985	1986	1986	1986	1986
CODE	DESCRIPTION	ACTUAL EXPEND.	ESTIMATED EXPEND.	BASE LEVEL REQUEST	NEW OR EXPANDED	TOTAL REQUEST	APPROPRIATION
1000	Personal Services		11,021.85	-0-	-0-	-0-	-0-
1120	Pers. Contr. Cty. Shr.		1,177.00	-0-	-0-	-0-	-0-
1500	Materials & Supplies		50,400.00	50,400.00	11,088.00	61,488.00	52,920.00
2000	Services & Charges		60,007.00	60,007.00	19,556.64	79,563.64	63,007.00
4000	Capital Outlay & Equipment		10,100.00	-0-	42,850.00	42,850.00	-0-
	<b>TOTALS</b>		\$132,705.85	\$110,407.00	\$73,494.64	\$183,901.64	\$115,927.00

DETAILED BUDGET REQUEST

<u>CODE</u>	<u>SUB-OBJECT TITLE</u>	<u>1984 ACTUAL EXPEND.</u>	<u>1985 ESTIMATED EXPEND.</u>	<u>1986 BUDGET REQUEST</u>	<u>1986 EXPANDED REQUEST</u>	<u>1986 TOTAL REQUEST</u>
2052	Clerical Support		\$540.00	\$540.00	\$60.00	\$600.00
2053	Equipment Maintenance & Repair		\$35,641.00	\$35,641.00	\$14,122.64	\$49,763.64
2910	Services & Charges		\$23,826.00	\$23,826.00	\$3,874.00	\$27,700.00
2301	Travel - Out of County				\$600.00	\$600.00
2302	Registration Fees				\$700.00	\$700.00
2855	Subscriptions & Publications				\$200.00	\$200.00

1985-1986 VARIANCE

<u>CODE</u>	<u>SUB-OBJECT DESCRIPTION</u>	<u>EXPLANATION OF VARIANCE</u>
1500	Materials & Supplies	Increase in filming requests from county offices.
2910	Services & Charges	Added COM work requested of the State by the County Animal Control Office and the County Treasurer's Office. Also, there is a price increase.
2053	Equipment Maintenance and Repair	Increase in the PM Contract with Electronic Automation Corporation (first in five years). Added maintenance for new equipment.
2301	Travel	Travel requests were not included in last year's budget.
2302	Registration Fees	Registration fees for seminars were not included in last year's budget.
2855	Subscriptions & Publications	Subscriptions and publications were included in the budget prior to this time.

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**MICROFILM PRODUCTION AND SUPPLY COSTS**

	<u>1984</u>	<u>1985</u>	
Document Images Filmed	3,091,700	5,266,282	= 70.3% increase
	- - - - -		
Supply Costs per Image	\$.007664	\$.004563	= 40.5% decrease

**Filming Production**

An increase of 70.3% in document images filmed was primarily due to the following factors:

1. The renewed focus on county microfilming activities through the monthly Board meetings.
2. The monthly camera production reports compiled by the microfilm director.
3. The increased emphasis on history case filming by individual offices.
4. The utilization of summer personnel.
5. Improved quality control procedures reducing waste and retakes.
6. Relocation of cameras to a close proximity to offices with greater filming needs.
7. Utilization of a more rapid rotary type camera for small document filming.
8. Improvement in filming and processing procedures and coordination to reduce wasted time between these steps of the process.

**Supply Costs (filming & processing)**

The decrease of 40.5% in supply costs per image was the result of the increased productivity above and the following:

1. Review of purchasing procedures resulting in alternative suppliers being utilized.
2. The purchase of less expensive film and processing chemicals through competitive bidding (while maintaining archival quality).



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Supply Costs (continued)

3. Substituting less expensive methods of filming for history case filming which have reduced retrieval needs.
4. Purchasing supplies in greater quantities to reduce cost.
5. Adjustments to camera operation to reduce wasted film.

## PROJECT BREAKDOWN

	Number of <u>Images</u>	<u>Film Format</u>	<u>Duplicates</u>
Board of Elections	250,000	16mm x 3,000	None
<u>Clerk of Courts</u>			
Alimony & Support	105,990	16mm x 3,000	None
Ledger Cards	60,000	105mm x 200	600
Daily - Civil Div.	738,000	105mm x 200	14,760
History - Civil Div.	758,000	105mm x 200	7,588
Daily - Criminal Div.	505,800	105mm x 200	2,058
History - Criminal Div.	141,400	105mm x 200	1,414
Daily - Dom. Relations	290,200	105mm x 200	5,804
History - Dom. Relations	413,400	105mm x 200	4,134
Juvenile	88,200	105mm x 200	882
Commissioner's Office	9,000	35mm x 1,500	None
<u>Common Pleas Court</u>			
Adult Probation Dept.	267,200	105mm x 200	1,336
Prosecutor's Office	314,200	105mm x 200	1,571
<u>Recorder's Office</u>			
Daily	409,260	105mm x 200	62,564
History	174,632	35mm x 1,500	56,980
<u>Sheriff's Office</u>			
Inmate Releases	609,000	105mm x 200	3,045
Treasurer's Office	<u>132,000</u>	105mm x 200	<u>58</u>
	5,266,282		162,794

PROJECT BREAKDOWN

	Number of Images	Film Format	Duplicates
<u>Board of Elections</u>	<del>75,256</del> 250,000	16mm x 3,000	None
<u>Clerk of Courts</u>			
Alimony & Support	103,990	16mm x 3,000	None
Ledger Cards	270,800 60,000	105mm x 200	600 2,708
Daily - Civil Div.	650,800 38,000	105mm x 200	14,768 <del>20,813,016</del>
History - Civil Div.	727,200 200,000	105mm x 200	7,588 4,276
Daily - Criminal Div.	505,000 243,200	105mm x 200	2,058 3,678
History - Criminal Div.	141,400 23,800	105mm x 200	1,414 238
Daily - Dom. Relations	298,200 383,400	105mm x 200	5,884 11,502
History - Dom. Relations	413,400 751,800	105mm x 200	4,134 22,554
Juvenile	66,200 453,200	105mm x 200	662 4,352
	T 734,620		T 65,304
<u>Commissioner's Office</u>	9,000 4,500	35mm x 1,500	None
<u>Common Pleas Court</u>			
Adult Probation Dept.	267,200 98,600	105mm x 200	2,736 493
<u>Prosecutor's Office</u>	114,200 557,800	105mm x 200	2,571 2,789
<u>Recorder's Office</u>			
Daily	544,479 485,050	105mm x 200	101,203 4,827
History	540,100 174,632	35mm x 1,500	56,990 1,084,579
	T 1,084,579		106,030
<u>Sheriff's Office</u>			
Inmate Releases	669,000 680,000	105mm x 200	2,845 3,400
<u>Treasurer's Office</u>	122,800 6,800	105mm x 200	58 34
	57,266,282		162,794
	58,95,079		

Microfilm Center (6 weeks PIC Program)

Prosecutor 436,261 16mm x 3000 None  
Public Defenders

6,331,340

7,156,599

4,700

178,050

## CAMERA PLACEMENTS

### Recorder's Office

- |     |   |
|-----|---|
| #1  | Image System 7000, 105mm (200 image),<br>fiche format           |
| #2  | Image System 7000, 105mm (200 image),<br>fiche format           |
| #3  | Planetary 35mm, filming large documents<br>(roll film format)   |
| #4  | Planetary 35mm, filming large documents<br>(roll film format)   |
| #11 | Image System 7000, 105mm (200 image)<br>fiche format            |
| #15 | *Kodak Rotary 16mm (3000 image/100' roll)<br>(roll film format) |

### Clerk of Courts

- |             |   |
|-------------|---|
| #5 Criminal | Image System 7000, 105mm (200 image),<br>fiche format |
| #6 Criminal | Image System 7000, 105mm (200 image),<br>fiche format |
| #7 Criminal | CTG 8000, 105mm (various fiche format)                |
| #8 Criminal | Extex 7151, 105mm (various fiche format)              |
| #9 Domestic | Image System 7000, 105mm (200 image)<br>fiche format  |
| #10 Civil   | Image System 7000, 105mm (200 image)<br>fiche format  |

### All Other Offices

- |  |   |
|--|---|
| #12 Sheriff's Dept.                    | Image System 7000, 105mm (200 image)<br>fiche format              |
| #13 Auditor's Office                   | Image System 7000, 105mm (200 image)<br>fiche format              |
| #14 Prosecutor's<br>Office             | Image System 7000, 105mm (200 image)<br>fiche format              |
| #16 Alimony & Support<br>(50 E. Mound) | *Bell & Howell, 16mm (3000 image/100' roll)<br>(roll film format) |

# FRANKLIN COUNTY MICROFILMING BOARD

RECORDER, AUDITOR, CLERK OF COURTS, COMMISSIONERS, TREASURER

MICROFILMING BOARD ADMINISTRATOR  
Franklin County Recorder

## Centralized Processing Area

(Included in the Recorder's Office)

On site Satellite Centers are utilized in a number of County Offices

SHERIFF  
PROSECUTOR  
RECORDER  
AUDITOR  
TREASURER  
COMMISSIONERS  
PROBATE  
CLERK OF COURTS

See Center

INTEROFFICE USE

INTEROFFICE USE

PUBLIC & INTEROFFICE USE

INTEROFFICE USE

INTEROFFICE USE

INTEROFFICE USE

PUBLIC & INTEROFFICE USE

PUBLIC & INTEROFFICE USE

OFF - SITE MASTER STORAGE FOR PERMANENT RECORD

PHASES OF CENTRALIZED PROCESSING AREA

document prep. → filing → processing → inspection → mailing → duplication

COMMERCIAL PHOTODUPLICATION

————— progress flow

- - - - - information flow

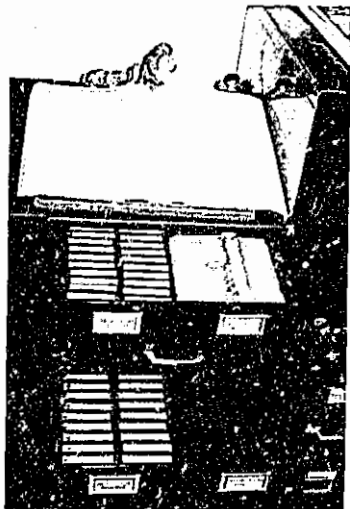
BOARD OF ELECTIONS

Filming Project



Rotary files located  
in the Board of  
Elections containing  
250,000 documents.

The Board of Elections  
documents, after filming,  
are stored in two file  
drawers.



CLERK OF COURTS  
Filing Project



The Clerk of Courts' filing area is now being utilized as a centralized filming location.



With new available space, a Customer Service Area has been implemented.



CLERK OF COURTS  
Filing Project



Clerk of Courts' Filing Area  
February, 1985

Clerk of Courts' Filing Area  
March, 1986



## COMPUTER OUTPUT MICROFILM (COM)

	<u>COM Master Produced</u>	<u>Cost of Masters Produced</u>	<u>Duplicates</u>
Animal Control	150		450
Auditor's Office	2,127	\$2,910.60	20,773
Board of Elections	28	\$114.45	560
Children Services		\$56.70	
Clerk of Courts	512	\$3,058.80	1,376
Common Pleas Court (Jury Selections)	44	\$126.00	660
Independent Company Requests			61,738
Recorder's Office	2,869	\$3,888.15	86,069
Sheriff's Office	128	\$1,646.95	502
Treasurer's Office	<u>1,775</u>	<u>\$2,128.35</u>	<u>27,675</u>
	7,633	\$13,930.00	199,803

COMPUTER OUTPUT MICROFICHE (COM)

	COM Master Produced	Cost of Masters Produced	Duplicates
Animal Control	76 <del>150</del>	79.80	152 <del>450</del>
Auditor's Office	5906 <del>67127</del>	6,096.30 \$2,910.00	14,542 <del>20,773</del>
Board of Elections	142 <del>38</del>	149.10 \$14.45	744 <del>500</del>
Children Services	8	8.40 \$56.70	8
Clerk of Courts	1970 <del>612</del>	1,869.50 \$1,052.80	<del>700</del> 1,376
Common Pleas Court (Jury Selections)	44	\$126.00	660
Independent Company Requests			61,738 <del>247,076</del>
Recorder's Office	61502 <del>27069</del>	6,837.10 \$2,889.16	<del>247,076</del> <del>86,069</del>
Sheriff's Office	1761 <del>228</del>	1,849.25 \$1,646.93	3522 <del>602</del>
Treasurer's Office	816 <del>4776</del>	856.80 \$2,128.33	14,586 <del>27,675</del>
	2,633 <del>16761</del>	613,930.00 <del>1,092,160</del>	299,803 <del>1,029,000</del>
Commissioner	79	82.95	79
	<u>17,060</u>	<u>17,913.20</u>	<del>247,076</del> <del>1,029,000</del> 280,709

Recorders

~~Int'l Co Request~~

2nd Co Deep Reg

247,076 Com  
246,360 R  
29,3436

FRANKLIN COUNTY MICROFILMING BOARD

Second Year Goals

1. Microfilming Center

The opening of a microfilm center should be a principle goal for the second year of the Microfilm Board. Throughout this first year we have been constantly reviewing the filming needs of the various county offices and agencies as submitted.

One of the principle concerns considered during the evaluation period after submission of these requests is the problem of prioritization. Certainly not all filming requests can be addressed simultaneously. Office space is often at a premium and the overflowing paper record storage in these spaces oftentimes becomes a primary focus in the decision-making process. The need to relieve the floor space congestion in primary work space areas can be addressed by microfilming. However, since there is currently no off-site location for these records to be placed while awaiting filming, they continue to be a burden to the office operations.

A microfilming center, as we envision it, should be set up to accomplish the following:

- A. Provide a centralized location for the short-term storage of paper historical documents to be staged for microfilming. This will provide offices with some relief of floor space congestion.
- B. Provide a permanent controlled environment for the storage of microfilm masters. This will enable us to consolidate the file masters which are currently stored in four separate locations thereby clearing space which could be utilized for other office operations. This would also provide a secure off-site storage facility for the safe storage of this film; preferably outside the courthouse buildings which generate the records.  
  
By having all the film storage in one location under the direction of the Microfilm Director, a system can be developed for retrieval and duplication of all stored film.
- C. Provide a permanent location for historical record filming. The placement of cameras in a separate location solely for historical record filming will greatly increase the productivity of the cameras and the quality control for the entire process. When cameras are located together for historical

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By having all the film storage in one location under the direction of the Microfilm Director, a system can be developed for retrieval and duplication of all stored film.

- C. Provide a permanent location for historical record filming. The placement of cameras in a separate location solely for historical record filming will greatly increase the productivity of the cameras and the quality control for the entire process. When cameras are located together for historical

and daily filming, the immediate needs of daily record filming takes precedent over the historical records. When daily operational needs dictate adjustments, i.e., personnel shortages, equipment failure, increase in the generation of daily source documents, the resources available are often applied to the daily work.

- D. Enable us to establish a routine procedure for filmed record destruction. This can be easily accomplished through the coordination of the Microfilm Center, the County Records Commission, Ohio Historical Society and the office whose records are being filmed. The center operations will allow the county to move a large volume of records out of an office to the center and then to destruction without tying up needed office space. The office with the direct responsibility would be able to utilize its office space during filming and then authorize the release of their documents after filming without having to handle the paper records again.
  - E. Provide a single location for the county to better utilize the summer youth employment program. Obviously, by having a microfilm center operation, several students would be able to work together under closer supervision. The advantages of a separate center apply to the utilization of these additional personnel to an even greater extent due to increased supervision requirements.
2. The following microfilm projects were submitted in 1985, but were not substantially addressed. These will be reviewed and implemented, if possible, in 1986.
- A. Board of Commissioners  
1985 Resolutions - Image System, fiche format.  
There are 1,641 Resolutions plus attachments.
  - B. Probate Court  
Filming of Index Books (12) on Planetary camera,  
35mm roll film format. (Two duplicates needed.)
  - C. Treasurer's Office  
Fund Ledger Cards - 1,500 - 2,000  
Paid Tax Duplicates - 15,000

D. Auditor's Office

Several projects from each department listed:

1. Budget & Settlement
2. Real Estate
3. I. D. Section
4. Fiscal
5. Consumer Services
6. License Section

E. Prosecutor's Office

1. Support Enforcement Unit Files
2. Civil Division

3. Privatization

Another goal for the Microfilm Board for 1986 will be the review and possible implementation of a plan to submit certain microfilming projects to an outside service bureau. In certain instances due to the immediacy of the need to complete some microfilm projects this may need to be explored. We should also review the possible use of private business to address specific filming projects, where appropriate, if they can be accomplished at a lower cost. The "privatization" of microfilming needs for Franklin County may be a viable and cost efficient alternative for our consideration and should be explored.

4. Private Industry Council (summer youth employment program)

While the Microfilm Board attempted to utilize this program for microfilming work in the summer of 1985, it realized only marginal success.

In 1986, we will attempt to incorporate ten to twelve high school students into the county microfilming projects. The Microfilm Director will serve as the coordinator for all students performing microfilming work. An orientation program, operator training, performance evaluations and quality control review with site supervisors and the students are some of the elements being planned. This increased effort to formally organize the students' activities throughout the county will realize a great increase in benefits of the program.

The goal for the students is to help them achieve a meaningful work experience for their growth and future employability. A closer working relationship between the Microfilm Board and these students will provide the best possible environment to achieve the most success through the program.

The county will benefit as well, by having a great deal of historical record filming accomplished during the summer months.

5. Additional Possible Long-term Goals

- A. Review of the capability of producing Computer Output Microfiche (COM). This work is currently being accomplished for the county by the State of Ohio Data Center. This capability would require a thorough review by the Data Center and Data Processing Board.

The expenditure required to provide such an internal capability could be prohibitive. It may not be cost efficient due to the volume of microfiche produced.

- B. County Records Center - An investigation into the feasibility of a county government records center should also be addressed. The idea of a records center is to provide a centralized storage facility for county government records not being used on a daily basis. This facility could be incorporated with the filming center to accommodate the filming progress. Documents which are not planned for filming could be held in original form for retrieval. After the documents outlive their retention requirements they could be turned over to the Records Commission for destruction review. The Records Center could provide a secure off-site storage capability for a great deal of records in various forms. A system of quick retrieval would need to be established for the documents to be returned to the individual county offices as needed.
- C. Another long-term goal for the Board could be to provide a filming service for other governmental entities. As our filming progress continues, we may be able to offer the services of our center to help other governmental offices by reducing their paper records backlog. This could also become a revenue-producing source for the county as well.
- D. Request of an outside professional study to review the entire county's record management problems. Recommendations would be requested for long-term records processing, filming, storage, retrieval for all county government offices and agencies. Other subjects such as the eventual trend toward a "paperless process" and the interface with data processing could be addressed by such a study.