

FRANKLIN COUNTY MICROFILMING BOARD

1986 Annual Report

April 6, 1987



MICROFILM CENTER

1717 Alum Creek Drive

Submitted By:

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Franklin County Microfilming Board

Cathy L. Phillips  
Micrographics Director

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SECOND 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 records 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 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.
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

Recorder's Office (continued)

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, grantees, 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 micrographics area. For Recorder's use only.  
Retention: Microfilm and destroy paper copy.

Microfilm Center

Prosecutor

Case Files, Civil - Arranged numerically by case. Contains a record of civil cases in which the county is a party to the suit showing case number, plaintiff, defendant, nature of case, prosecuting attorney's notes, related correspondence, and verdict of trial jury.  
Retention: Twenty-six years after verdict is returned.

Exhibit Records - Arranged numerically by case. Contains a record of exhibits used as evidence in criminal cases showing case number, defendant, crime, description of exhibit, and from whom received.  
Retention: Until case is settled and exhibit is returned to owner.

Public Defender

Case Files, Civil - Arranged numerically by case. Indexed in front by defendant, collects in one section defendant, case number, charge, attorney, amount of bond, bondsman, and judge; summarizing all actions in the case and indexing original entry in order book by volume and page. Also shows plea of defendant, final disposition of the case, and costs.  
Retention: Permanent

Auditor's Office

Tax Transfer Section

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

Number of fiche - 992

Duplicates (3) - 3,968

I. D. Section

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

Number of F.che - 90

Duplicates (4) - 360

<u>Total Fiche</u>	<u>Total Duplicates</u>
1,082	4,328

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 and Official Records and desk stands with panels.

Board of Elections

Inactive Registration Files

Filmed on 16mm Rotary roll film format.

Number of Images - 75,256

No Duplicates at Present

The Franklin County Microfilming Board has provided the Board of Elections with a camera to film the inactive files. The This project is done yearly 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 time. Computer Output Microfiche (COM) is provided for the Board of Elections throughout the year.

Total Film - 23 rolls

Total Film Duplicates - 0

Total Images - 75,256

COM - 71, Duplicates - 372

Processing Runs - 23

Clerk of CourtsAlimony & Support Division (50 E. Mound Street)Ledger Cards

CTC Camera, 105mm fiche format, 200 images/fiche.

Number of Fiche - 1354

Duplicates - 2708

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

	<u>Number of Fiche</u>	<u>Duplicates</u>
Daily	3,254	13,016
History	3,638	7,276
Totals	6,892	20,292

Criminal DivisionDaily and History, 105mm fiche format, 200 images/fiche.

	<u>Number of Fiche</u>	<u>Duplicates</u>
Daily	1,226	3,678
History	119	238
Totals	1,345	3,916

Domestic Relations DivisionDaily and History, 105mm fiche format, 200 images/fiche.

	<u>Number of Fiche</u>	<u>Duplicates</u>
Daily	1,917	11,502
History	3,759	22,554
Totals	5,676	34,056

Juvenile Case Files

105mm fiche format; number of images vary.

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

	<u>Number of Fiche</u>	<u>Duplicates</u>
	2,166	4,332
Totals	2,166	4,332

Clerk of Courts

Total Fiche Produced - 17,433

Total Duplicates - 65,304

Recorder's Office

Daily Official Records

105mm Fiche Format, 200 images/fiche.

<u>Number of Fiche</u>	<u>Duplicates</u>
2,318	92,720

Financing Statements, 200 images/fiche

<u>Number of Fiche</u>	<u>Duplicates</u>
372	1,860

Totals

<u>2,690</u>	<u>94,580</u>
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Daily - 35mm roll film format (images)

	<u>Images</u>	<u>Duplicates</u>
Plats & Condos	506	5,566
Daily Sheets	973	973
Totals	<u>1,479</u>	<u>6,539</u>

Work Sheets

25

50

History

Miscellaneous Index Records (Auditor's)

105mm Fiche Format, 200 images/fiche

<u>Number of Fiche</u>	<u>Duplicates</u>
2	2

History

Juvenile, 105mm fiche format

Number of Fiche - 2,166

Duplicates - 4,332

History

Veteran Discharge Records, 105mm fiche format.

Number of fiche - 17

Duplicates - 34

Franklin County Commissioners

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

Number of images - 4,500

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 - 493

Duplicates - 493

Common Pleas Court (Continued)

Filming of APD has been done this year in the Franklin County Recorder's Office. The Franklin County Microfilming 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 - 2,789  
Duplicatos - 2,789

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 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 - 3,400  
Duplicatos - 3,400

The Franklin County Sheriff's 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 Sheriff's Department.

Treasurer's Office

Address Change Cards - 105mm fiche format.

Number of fiche - 34  
Duplicatos - 34

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.

DEPARTMENT NAME AND NUMBER - Micrographics Board

APPROPRIATION NAME AND NUMBER - Microfilm & Copy -3500/1270

PREPARED BY - Joseph W. Testa/Cathy Phillips

MICROFILM BOARD	ACTUAL 1984	ACTUAL 1985	ACTUAL 1986	APPROPRIATION 1987
<u>1000 Personal Services</u>	30,449.12	14,837.59		97,500.00
1100 Fringe Benefits				
1120 PERS	4,247.62	1,143.59		17,786.25
1130 Medicare Tax				
1150 Unemployment Comp.				
<u>1500 MATERIALS &amp; SUPPLIES</u>	39,304.71	39,918.16	40,577.00	40,577.00
<u>2000 SERVICES &amp; CHARGES</u>	51,715.08	39,593.95	57,440.00	57,440.00
3000 Grants				
3500 Contingency				
<u>4000 CAPITAL EQUIPMENT</u>	10,674.60	10,100.00	33,450.00	
4500 Debt Service				
4700 Cash Transfer				
TOTAL	<u>136,391.13</u>	<u>105,593.29</u>	<u>131,467.00</u>	<u>213,303.25</u>

FRANKLIN COUNTY MICROFILMING BOARD

Equipment Request and Justification

FY 1986-1987-1988

1. Canon FC 80 (roll film attachment) (1@ \$2,700.00) \$2,700.00  
Clerk of Courts - Hard copies from 16mm roll film and microfiche.
2. Splicer (1@ \$950.00) \$950.00  
Expungement of case files by Court Order.
3. Typewriter (1@ \$600.00) \$600.00  
To be used by the Microfilming Board and for some titling in micro-graphics for county offices.
4. Reader Printer (1@ 18,000.00) \$18,000.00 (Replacement)  
To replace dry silver low volume equipment in Franklin County Recorder's Office.
5. Climate Control Recorder (1@ 400.00) \$400.00  
To be used at the Microfilm Center to help control temperature and humidity levels.
6. Rotary Cameras (2@ \$10,000.00) \$20,000.00 (Replacement)  
To be used for filming of History cases for all County Offices.
7. Roll Film Viewers (Motorized) (2@ \$800.00) \$1,600.00  
For use in various County Offices.
8. 16mm Film Processor (1@ \$6,000.00) \$6,000.00  
To be used on site at Microfilm Center.
9. 16mm Diazo Duplicator (1@ \$9,000.00) \$9,000.00  
To be used on site at Microfilm Center.
10. Microfiche Large Screen Viewer (1@ \$995.00) \$995.00  
For inspection of microfiche in Clerk of Courts and Recorder's Offices.
11. Microfiche Viewers (24@ \$200.00) \$4,800.00  
To replace old viewers, to be used as back-up while in repair, and for new stations in several County Offices.

1986 VARIANCE

<u>CODE</u>	<u>SUB-OBJECT DESCRIPTION</u>	<u>EXPLANATION OF VARIANCE</u>
1000	Personal Services	Personnel to direct and operate the Franklin County Microfilm Center.
1500	Materials and Supplies	Increase in filming requests from County Offices.
2053	Equipment Maintenance & Repair	Additional maintenance for new equipment requests.
2910	Services & Charges	New Service Requests.

**MICROFILM PRODUCTION AND SUPPLY COSTS**

	<u>1984</u>	<u>1985</u>	<u>1986</u>	
Document Images Filmed	3,091,700	5,266,282	6,430,396	= 107.9%
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Supply Costs per Image	\$.007664	.004563	.004473	41.6%

**Filming Production**

An increase of 107.9% in document images filmed was primarily due to the following factors:

1. The renewed focus on county microfilming activities through the monthly Board meeting.
2. The monthly camera production reports compiled by the microfilm director.
3. The increased emphasis on history case filming by individual offices and the Microfilm Center's summer program.
4. The utilization of summer Private Industry Council Program.
5. Improved quality control procedures reducing waste and retakes.
6. Relocation of cameras to Franklin County Microfilm Center.
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

The decrease of 41.6% 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.)
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>
<u>Board of Elections</u>	75,256	16mm x 3,000	None
<u>Clerk of Courts</u>			
Alimony & Support Ledger Cards	270,800	105mm x 200	2,708
Daily - Civil Div.	650,800	105mm x 200	13,016
History - Civil Div.	727,600	105mm x 200	7,276
Daily - Criminal Div.	245,200	105mm x 200	3,678
History - Criminal Div.	23,800	105mm x 200	238
Daily - Dom. Relations	383,400	105mm x 200	11,502
History - Dom. Relations	751,800	105mm x 200	22,554
Juvenile	433,200	105mm x 200	4,332
Total	3,486,600		65,304
<u>Commissioner's Office</u>	4,500	35mm x 1,500	None
<u>Common Pleas Court</u>			
Adult Probation Dept.	98,600	105mm x 200	493
<u>Microfilm Center ( 6 week PIC Program)</u>			
Prosecutor Public Defenders	436,261	16mm x 3,000	None
<u>Prosecutor's Office</u>	357,800	105mm x 200	2,789
<u>Recorder's Office</u>			
Daily	544,479	105mm x 200	101,203
History	540,100	105mm x 200	4,827
Total	1,084,579		106,030
<u>Sheriff's Office</u>			
Inmate Releases	680,000	105mm x 200	3,400
<u>Treasurer's Office</u>	6,800	105mm x 200	34
	<u>6,430,396</u>		<u>178,050</u>

CAMERA PLACEMENTS

Recorder's Office

- #1 Image System 7000, 105mm (200 image),  
fiche format
- #2 Image System 7000, 105mm (200 image),  
fiche format
- #3 Planetary 35mm, filming large documents  
(roll film format)
- #11 Image System 7000, 105mm (200 image),  
fiche format

Microfilm Center, 1717 Alum Creek Drive

- #4 Planetary 35mm, filming large documents  
(roll film format)
- #15 Kodak Rotary 16mm (3000 image/100' roll)  
(roll film format)
- #16 Bell & Howell, 16mm (3000 image/100' roll)  
(roll film format)

Clerk of Courts, Microfiche Service Area

- #5 Image System 7000, 105mm (200 image),  
fiche format
- #6 Image System 7000, 105mm (200 image),  
fiche format
- #7 CTG 8000, 105mm (various fiche format)
- #8 Extex 7151, 105mm (various fiche format)
- #9 Image System 7000, 105mm (200 image),  
fiche format
- #10 Image System 7000, 105mm (200 image),  
fiche format

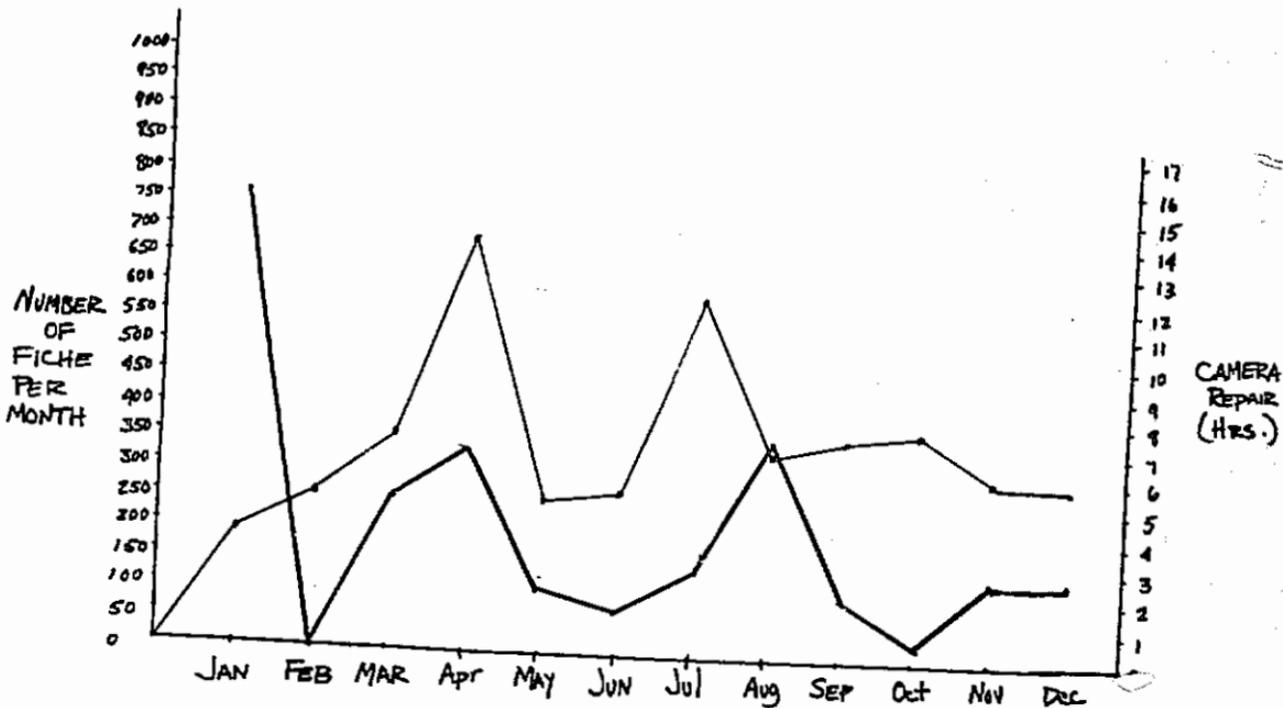
All Other Offices

- #12 Sheriff Image System 7000, 105mm (200 image),  
fiche format
- #13 Auditor Image System 7000, 105mm (200 image),  
fiche format
- #14 Prosecutor Image System 7000, 105mm (200 image),  
fiche format

NUMBER OF FICHE

HOURS OF REPAIR

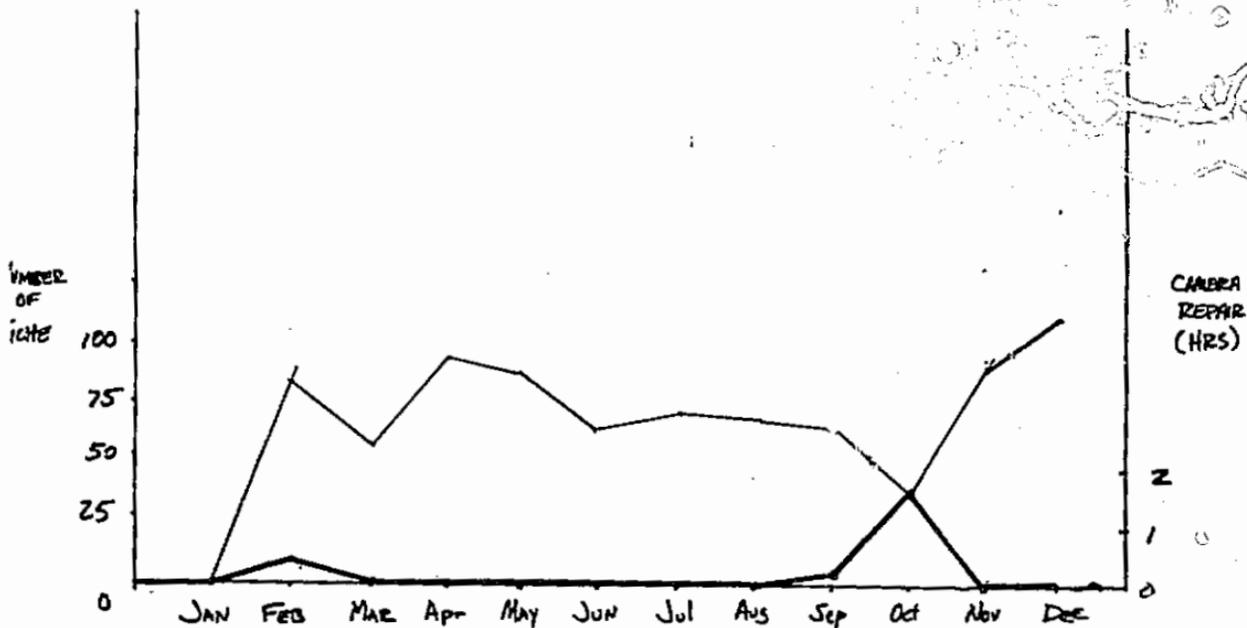
CAMERAS 1 & 2  
RECORDER'S OFFICE



1986

— NUMBER OF FKHE  
— HOURS OF REPAIR

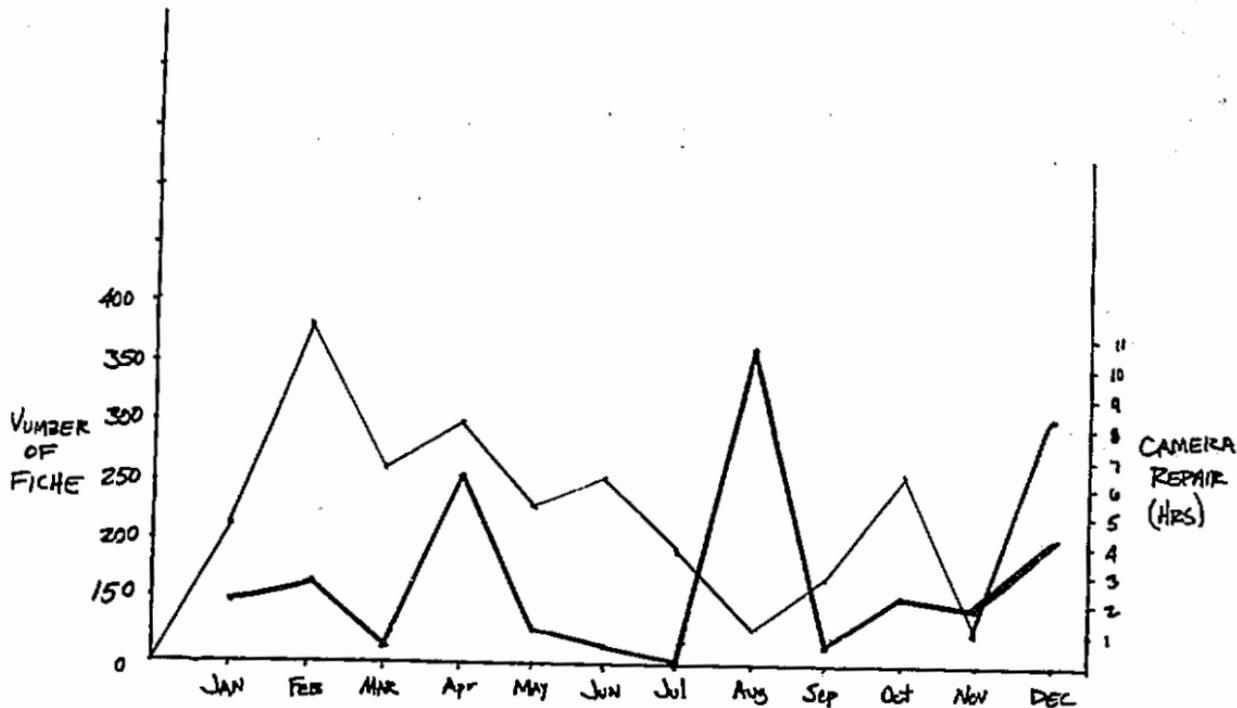
AUDITOR CAMERA #13



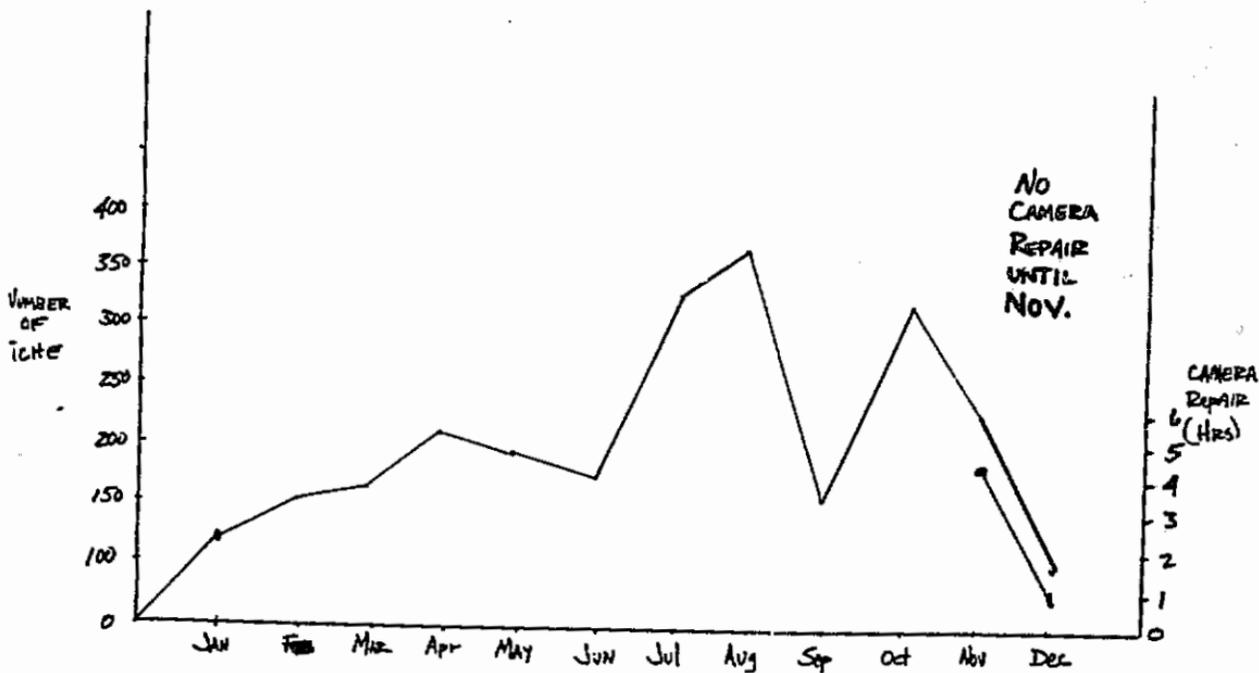
— NUMBER OF FICHE

— HOURS OF REPAIR

# SHERIFF'S DEPT CAMERA 12



— NUMBER OF FICHE PROSECUTOR CAMERA 14



1986

— NUMBER OF FICHE

— HOURS OF Repair

CLERK OF COURTS

CAMERAS 5 thru 10

NUMBER  
OF  
FICHE

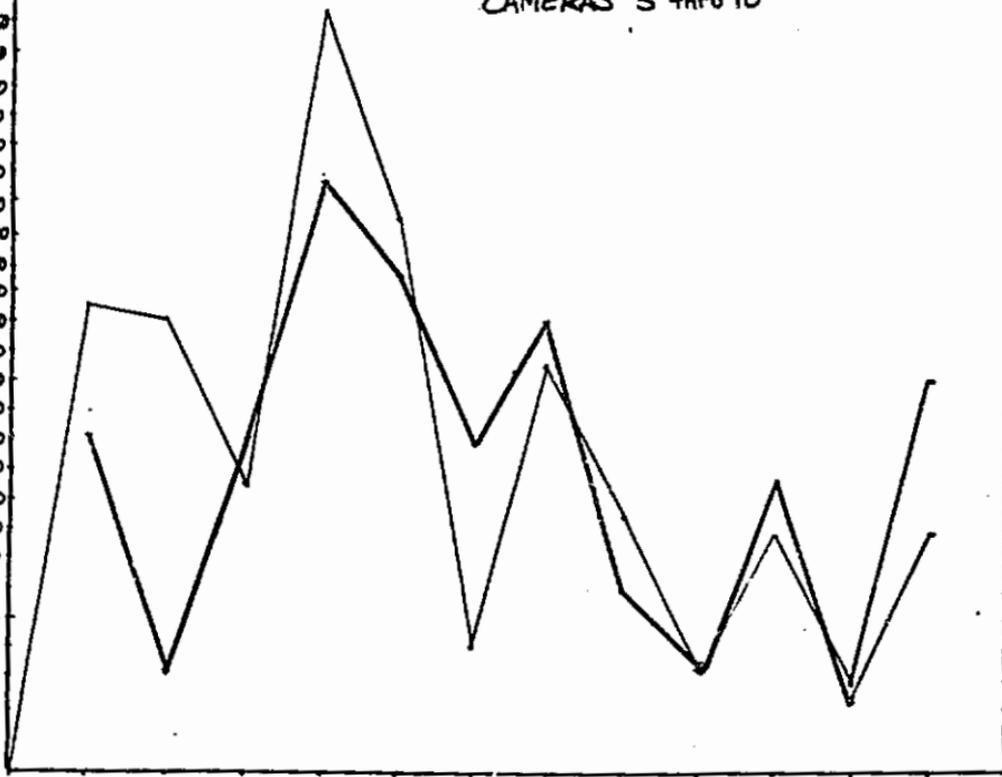
CAMERA  
REPAIRS  
(HRS)

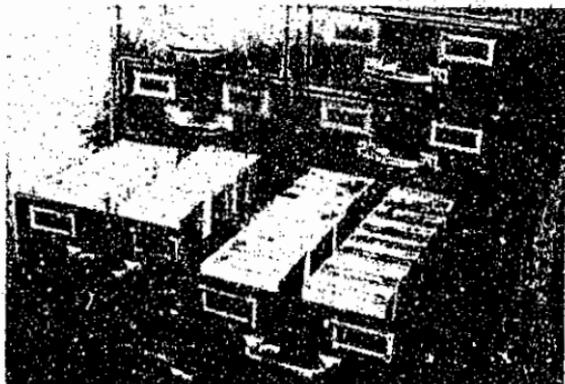
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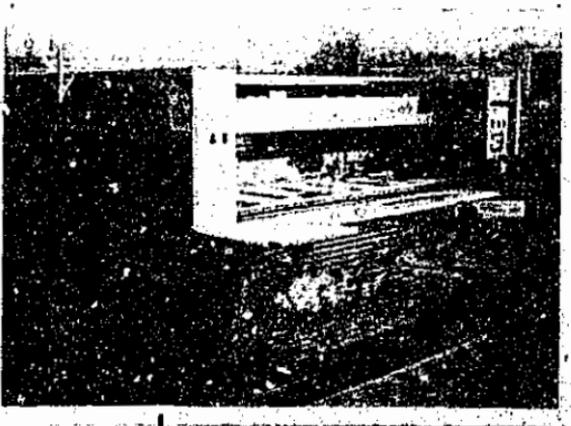
JAN FEB MAR APR MAY JUN JUL Aug Sep Oct Nov Dec

1986  
-19-





Master roll film is inspected, indexed, and stored in metal files for security and fast retrieval.



Master microfiche previously located in four county offices, are now stored in one Rotary file at the Microfilm Center.



Retrieval, efficiency, security, and climate control have all increased with master film being stored at one location.



## COMPUTER OUTPUT MICROFICHE (COM)

	<u>COM Master Produced</u>	<u>Cost of Masters Produced</u>	<u>Duplicates</u>
Animal Control	76	\$79.80	152
Auditor's Office	5,806	\$6,096.30	14,542
Board of Elections	142	\$149.10	744
Children Services	8	\$8.40	8
Clerk of Courts	1,870	\$1963.50	0
Commissioners	79	\$82.95	79
Recorder's Office	6,502	\$6,827.10	247,076
Sheriff's Office	1,761	\$1,849.25	3,522
Treasurer's Office	<u>816</u>	<u>\$856.80</u>	<u>14,586</u>
	<u>17,060</u>	<u>\$17,913.20</u>	<u>280,709</u>

## FRANKLIN COUNTY MICROFILMING BOARD

### Second year accomplishments

The opening of the Franklin County Microfilming Center has provided short term storage of paper historical documents for staged microfilming. This has provided offices with some relief of floor space congestion.

#### Permanent controlled environment for the storage of microfilm masters.

Five large rotary files have been relocated at the Microfilm Center to consolidate the masters which were previously stored in four separate locations, thereby clearing space which could be utilized for other office operations. This also provides a secure off-site storage facility for safe storage of this film.

By having all the film storage in one location, under the supervision of the Microfilm Director, a system has been developed for retrieval and duplication of all stored film.

The new location for historical record filming has increased productivity of cameras and the quality control for the entire process, leaving all the daily filming to the individual offices.

The Microfilm Centers' operations have allowed 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 is 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.

#### Private Industry Council (SYEP)

The Franklin County Microfilming Board has utilized this program for microfilming work in the summer of 1986. It has proved to be more successful than in the previous years. In 1986, we incorporated eight to ten high school students. The Microfilm Director served as the coordinator for all students performing microfilming work. An orientation program, operator training, performance evaluations and quality control review with site supervisors, were some of the elements used. This increased effort to formally organize students, prior to placements in County Offices realized a greater increase in benefits of the program. The County will benefit as well, by having a great deal of historical record filming accomplished during the summer months.

#### Personnel (As of April 6, 1987)

The Franklin County Microfilming Board has included the appointment of the Microfilm Director and the hiring of five employees for 1987. The official appointment of a Director and the hiring of two employees has been accomplished to date.

Second year accomplishments (continued)

Director - Cathy L. Phillips  
March 2, 1987 - Tonia Jones  
April 6, 1987 - Janice C. Jones

The Following microfilm projects were submitted in 1986.

Auditor's Office

1. Fiscal - Filming of vouchers.
2. Budget & Settlement
3. Liscense Section
4. I.D. Section
5. Consumer Services

Public Defender's Office

1. Case Files

Prosecutor's Office

1. Support Enforcement Unit Files
2. Child Abuse Case Files

Clerk of Courts

1. History Case Files
2. Transcript
3. Depositions
4. Exhibits

The establishment of the Microfilm Center has been the largest accomplishment of this year, with the relocation of equipment, supplies, and master filing system for all County Offices.

Our focus now will be to eliminate the eleven million documents that have been identified and prioritized throughout Franklin County. A concentrated effort by the Microfilm Center has removed approximately nine million documents from County offices.

The hiring of personnel will allow for the filming of these documents in the next two years. The Franklin County Microfilming Board will continue to evaluate equipment and supplies in an effort to minimize cost and increase efficiency and productivity.