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FRANKLIN COUNTY  
COMMISSENER'S OFFICE  
1988 APR 13 AM 9 37



**MEMBERS:**

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

**TO:** Franklin County Microfilm Board  
**FROM:** Joe Testa, Administrator  
Franklin County Microfilm Board  
**DATE:** April 13, 1988  
**SUBJECT:** Annual Report

In accordance with the Ohio Revised Code Section 307.805, I am submitting the annual report for microfilming activities.

This report contains a recap of production at the microfilming center as well as individual offices, a review of individual filming projects addressed and expenses for the calendar year 1987. The total microfilm image production for 1987 was 6,309,028.

This year has also been a year of re-organization and standardization of operational procedures, purchasing, record keeping, etc. under our new director, Mr. Jody Zimmerman.

In order to adequately address the filming needs for the future, a number of steps should be taken. We are presently adding second shift to our microfilming center, hiring a technician to improve our maintenance capabilities and attempting to schedule the replacement of many pieces of obsolete equipment currently being used. Finally, we are beginning to address the entire process of record management as it relates to microfilming in a more comprehensive manner.

One key to the future of record management is the review of documentation from the point of origination through its useful life to the point of final disposition. This will help the efficiency of the process while enhancing the quality of county government records for future generations who will need them.

FRANKLIN COUNTY MICROFILMING BOARD

1987 Annual Report

April 13, 1988

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

Joseph R. Zimmerman, Director

### THIRD YEAR PROJECT ACTIVITY

#### AUDITOR'S OFFICE

1. Personal Property
2. Transfer & Conveyance Sheets
3. Budget Commission and Documents
4. Personal Property
5. Balance Sheets and Rate Sheets
6. Settlement Forms
7. Homestead Application Forms

#### BOARD OF ELECTIONS

1. Transfer Forms
2. Voter Registration Cancellations
3. Inactive Registration Cards
4. Register of Voters

#### CLERK OF COURTS

1. Judgements
2. State Tax Books
3. Notaries
4. Appeals
5. Real Estate Licenses
6. Juvenile Records

#### COMMON PLEAS COURTS

1. Adult Probation Department Cases

#### PROBATE COURT

1. Daily casework papers
2. Marriage Licenses
3. Mental Commitment Papers
4. Adoption Papers

#### PROSECUTOR'S OFFICE

1. History Files

#### RECORDER'S OFFICE

1. Official Records
2. Financing Statements
3. Plats
4. Condominium Plats
5. Daily Sheets
6. Mortgages
7. Soldiers' Discharges
8. Daily Work Records

Third Year Project Activity, continued.

SHERIFF

1. Inmate Release Files

TPRASURER

1. Address Change Cards

EQUIPMENT AND PRODUCTION FIGURES

AUDITOR'S OFFICE

105mm Step and Repeat Camera, Fiche Format, 200 Images/Fiche

Fiche Produced: 1,255 Dupes: 3,807

16mm CAMERA/PROCESSOR

Roll/Strip Form

Images Produced: 23,940

BOARD OF ELECTIONS

16mm Rotary Camera

Roll/Strip Form

Images Produced: 100,000

CLERK OF COURTS

105mm Step and Repeat Camera (4)

Fiche Format, 200 Images/Fiche

Breakdown:

Civil Daily	Fiche Produced:	3,382	Dupes:	13,528
History	Fiche Produced:	265	Dupes:	1,046

Criminal Daily	Fiche Produced:	1,093	Dupes:	3,279
History	Fiche Produced:	148	Dupes:	741
Appeals	Fiche Produced:	453	Dupes:	1,440

Domestic Daily	Fiche Produced	1,671	Dupes:	12,456
History	Fiche Produced	929	Dupes:	6,022

Alimony & Support Ledger Cards	Fiche Produced	163	Dupes	494
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Total Clerk of Courts Fiche Produced: 8,104 Dupes: 39,006

PROBATE COURT

16mm Rotary Camera

Roll/Strip Format

Images Produced: 498,000

PROSECUTOR'S OFFICE

105mm Step and Repeat Camera  
Fiche Format, 100 images/fiche  
Fiche Produced: 2,256      Dupes: 2,256

RECORDER'S OFFICE

105mm Step and Repeat Cameras (3), 35mm Planetary Camera  
Fiche Format, 200 images/fiche; roll/strip format

Step & Repeat Production:

Official Records	Fiche Produced: 2,142	Dupes: 91,202
Finance Statements	321	1,819
Juvenile	967	1,899
Treasurer	27	51
Adult Probation Department	2,120	2,120
Work Request Forms	42	42
Soldiers' Discharges	4	4
TOTALS	<u>5,623</u>	<u>97,137</u>

Planetary Camera

Daily Plats	Images Produced 1,328
Daily Sheets	Images Produced 1,436
Miscellaneous Partnerships	
Limited Partnerships	
Commissioner's Books	Images Produced 39,833
TOTALS	<u>42,597</u>

SHERIFF'S DEPARTMENT

Fiche Produced: 3,771      Dupes: 3,771

COMPUTER OUTPUT MICROFICHE  
COM

Auditor's Office	Microfiche Produced: 5,613	Dupes: 13,624	
Board of Elections	45	258	
Recorder's Office	2,293	75,486	
Treasurer's Office	TOTALS	<u>1,503</u> <u>9,454</u>	<u>26,543</u> <u>115,911</u>

1987 ACCOMPLISHMENTS

- A) Closer scrutiny of Records Retention and Destruction Tables and Procedure.
  - 1) Resulting in disposal of more records not requiring filming.
  - 2) Resulting in design and pending implementation of a standardized, step by step procedures manual for record destruction.
- B) Implementation of a liason program for various county offices, affording a contact during interim between board meetings.
- C) Assessment of current equipment condition throughout county, assessment of current and anticipated needs . Coordination of inter office cooperation in machine usage.
- D) Introduction of assistance in designing effective and efficient records management systems tailored to individual office needs.  
Example: CHILD SUPPORT, PROBATE
- E) Development of short and long range plans for
  - 1) Equipment purchase and replacement.
  - 2) Efficient, standardized production procedures.
  - 3) Standardized and monitored records retrieval procedure.
- F) Implementation of a thorough and standardized filing system.
- G) Assessment of current status of history filming backlog and revised project completion projections.
- H) Implementation of an active environmental control system for Miller Hall, including monitors, humidity control, room seals, and solar heat blockage panels.
- I) Better quality control through standardization of film processing and chemicals.
- J) Procurement of additional equipment to improve quality of and/or expedite processing of records and film for internal and public use.
- K) Implementation of a structured, scheduled preventative maintenance program for all equipment currently under service contract.
- L) Procurement of camera/processor for offsite production of confidential records.
- M) Revision of Vendor procedures for quotes, bids and contracts.

GOALS FOR 1988

- 1) Continuation of equipment assessment and office needs, resulting in replacement of obsolete or worn out equipment as well as placement of new equipment for new or expanded project or service needs.
- 2) Elimination of existing history document backlog at Alum Creek.
- 3) Publication and implementation of a standardized destruction procedure manual.
- 4) Employment of a full-time, in house technician for maintenance and repair of county microfilm equipment.
- 5) Redesigned service contract specifications resulting in decreased equipment roster needing service and maintenance.
- 6) Implementation of a second shift of personnel for Microfilming Center, increasing production of history filming.
- 7) Expanded role in designing and implementing professional records management procedures.
- 8) Implementation of new large format reader printer for production of subdivision and condominium plats on plain paper and mylar.
- 9) Procurement of a new film processor for centralized processing of film.



SECOND YEAR FILMING ACCOMPLISHMENTS  
Micrographic Project Description

MICROFILMING CENTER/ALUM CREEK

AUDITOR'S OFFICE

1. County Warrants for 1986
2. Payroll Warrants for 1986

CLERK OF COURTS

1. Appeal Cases 1971-1983
2. Real Estate Licenses
3. Juvenile Cases
4. Child Abuse Cases
5. Civil Cases 1973-1977 (Preparing to finish 1978-1979)
6. Alimony and Child Support Warrants 1985-1986
7. Exhibits

PROSECUTOR'S OFFICE

1. Case Dismissal (Diversionary Program)

PRODUCTION FIGURES FOR ALUM CREEK MICROFILM CENTER

<u>PROJECT DESCRIPTION</u>	<u>IMAGES PRODUCED</u>
<u>Auditor Warrants</u> (16mm)	395,082
<u>Clerk of Courts</u> Child Abuse Cases (35mm)	27,000
1975 Civil Cases (16mm)	59,900
1976 Civil Cases (16mm)	63,500
1977 Civil Cases (16mm)	76,500
Alimony & Child Support Warrants (16mm)	491,058
Court Index Cards (16mm)	65,000
Real Estate Licenses (16mm)	5,494
Appraisal Cases (16mm)	271,904
<u>Prosecutor's Office</u> , Case Dismissals (35mm)	27,850
<u>Recorder's Office</u> , General & Limited Partnerships (16mm)	<u>2,000</u>
<b>TOTAL IMAGES PRODUCED</b>	<b>1,485,288</b>

DEPARTMENT NAME AND NUMBER	Micrographics Board
APPROPRIATION NAME AND NUMBER	Microfilm & Copy 3500/1270
PREPARED BY:	Joseph W. Testa/ Joseph R. Zimmerman

MICROFILM BOARD	ACTUAL 1985	ACTUAL 1986	ACTUAL 1987	APPROPRIATION 1988
<u>1000 Personal Services</u>	14,837.59		61,348.58	97,500.00
1100 Fringe Benefits				
1120 PERS	1,143.59		8,228.22	17,786.00
1130 Medicare Tax			699.23	
1150 Unemployment Comp.				
<u>1500 MATERIALS &amp; SUPPLIES</u>	39,918.16	40,577.00	85,786.73	97,212.00
<u>2000 SERVICES &amp; CHARGES</u>	39,593.95	57,440.00	100,115.38	83,261.00
3000 Grants				
3500 Contingency				
<u>4000 CAPITAL EQUIPMENT</u>	10,100.00	33,450.00	40,557.80	39,800.00
4500 Debt Service				
4700 Cash Transfer				
<b>TOTAL</b>	<u>105,593.29</u>	<u>131,467.00</u>	<u>296,735.94</u>	<u>335,559.00</u>

4 Proposed New Programs

Organization Microfilming Board Contact Person Jody Zimmerman  
Fund 010000 Fund/Org 3500/3510 Phone 462-3930

Request

Addition of one technician and associated tools for maintenance and repair of equipment under the auspices of the Franklin County Microfilming Board.

Objective

The cost of obtaining these services is expected to increase due to expansion of production level and equipment wear. This would provide the expedient in-house repair of selected equipment, reducing the cost of and dependence on outside entities.

Source of New Funding

Appropriation to Franklin County Microfilming Board from Franklin County General Fund.

Account

1000 Personal Service	17,000
1100 Fringe	
1120 PERS	2,371
1130 Medicare	246
1500 Materials & Supplies	1,500
2000 Services & Charges	

### PROPOSED NEW PROGRAM JUSTIFICATION AND COST SAVINGS

**Request:** Addition of one technician and associated tools for maintenance and repair of equipment under the auspices of the Franklin County Microfilming Board.

The Franklin County Microfilming Board currently operates a variety of cameras and reader/printers which are maintained and repaired under service contract by an outside entity. The age of this equipment is such that it is requiring more frequent maintenance and parts repair or replacement. This predicament is detrimental to the Franklin County Microfilming Board in several ways.

First, the age of these machines has required frequent and repeated service calls to repair or re-diagnose problems. This increased demand on the contracting service company can only result in substantially increased costs for our service contract. A twenty to thirty percent increase in the cost of this contract to the county is anticipated.

In addition to this present situation, preventative maintenance on these machines is only carried out on a bi-annual basis. Many of the repairs which cause considerable downtime are due to long response times and availability of technicians under the current arrangement. These problems could be eliminated by the presence of a fulltime staff technician. Not only would response time and downtime be decreased due to this onsite technician and the subsequent immediate response, this person would gain intimate knowledge of the histories and idiosyncracies of each machine. Hence, preventative maintenance would be vastly improved.

Detailed repair records could be established, and this technician could likely build an advantageous rapport with the parts and supply houses servicing this equipment. The technician would also be aware of any habits of camera operators which would need to be corrected, eliminated or established.

Until the time comes when these machines can be replaced, our best fiscal and operational alternative is to develop an in-house support system.

Proposed Expansion of Continuation Level

Organization Microfilming Board Contact Person Nody Zimmerman  
 Fund 010000 Fund/Org 3500/3510 Phone 462-3930

Request

Second Shift at Microfilm Center. Addition of five (5) full-time employees on a second shift (5:00 p.m. to 12:00 a.m.) at Miller Hall, Alua Creek Facility. Additional materials and supplies and contractual services associated with this expansion would be required.

Personnel: 4 camera operators  
 1 film inspector/processor

Objective To develop the Miller Hall facility into a full scale high production micrographics operation. Growth of the facility will increase the processing of a large backlog of records from all county offices and agencies, providing readily available film records for the respective office or agency. Significant problem still exists in the various offices and agencies relative to hard copy storage. This proposed expansion would help facilitate the records management goals of this center and the reduction of county space which is currently being utilized for this purpose. Also, at this time the storage of these unprocessed records at Alua Creek necessitates complicated procedures for offices wishing to re-access records submitted to an off-site facility.

Source of New Funding

Increase in appropriations in 1988 by County General Fund.

Account

1000 Personal Service	75,000
1100 Fringe	
1120 PERS	10,462
1130 Medicare	1,087
1500 Materials & Supplies	6,700
2000 Services & Charges	1,000
3000 Grants	
4000 Capital Outlay & Equip.	
4500 Debt Service	
Totals	94,249

Proposed New Programs

Organization Microfilming Board Contact Person Jody Zimmerman  
Fund 010000 Fund/Org 3500/3510 Phone 462-3910

Request

Materials and supplies for recently acquired camera processor.

Objective

These materials are for the filming and retaining of personal property records of the Franklin County Auditor's Office.

Source of New Funding

Appropriation from Franklin County General Fund.

Account

1000 Personal Service	
1100 Fringe	
1120 PERS	
1130 Medicare	
1500 Materials & Supplies	10,000
2000 Services & Charges	1,000
3000 Grants	
4000 Capital Outlay & Equip.	7,600
4300 Debt Service	
Totals	18,600

## Priority Capital Equipment List

Agency Name Franklin County Microfilming Board Contact Name Jody Zimmerman PAGE

#	Item(s)-Description	Quantity	Est. Cost Per Unit	Total Cost	Replacement (R/None/N)	Service Agreement Yes-No	Justification	Review
1	16mm Processor	1	6,000.00	6,000.00	N	Yes	Needed for processing at Alum Creek facility.	
2	16mm Diazo Duplicator	1	9,000.00	9,000.00	N	No	Used on-site at Alum Creek for film duplication.	
3	Roll Film Viewers	2	900.00	1,800.00	R/N	No	Replacement of one obsolete and broken viewer, plus one for another office.	
4	Rotary Camera	1	10,000.00	10,000.00	R	Yes	Filming of history cases for all county offices.	
5	Rotary Camera	1	10,000.00	10,000.00	R	Yes	Present camera 20 years old, unreliable.	
6	Microfiche Viewers	10	300.00	3,000.00	R	No	Used as replacements, backups and in new applications.	
			TOTAL	39,800.00				



PERSONNEL

The Franklin County Microfilming Board appointed Joseph R. Zimmerman as the Director, effective July 13, 1987. The roster for the Franklin County Microfilming Board at Miller Hall includes the hiring of five new employees in addition to an existing employee.

DIRECTOR  
Assistant Supervisor

Joseph R. Zimmerman  
W. Scott Geyer

Michael Skebo  
Janice C. Jones  
Joseph Tiberi  
Christopher Rider  
Oliver Moore

These personnel are involved in various duties, including inspection of film, filing, breakdown, and filming.

1987 Private Industry Council (PIC) Utilization

Through the Summer Youth Employment Program (SYEP) the Franklin County Microfilming Board utilized seven high school students in the Miller Hall Facility.

These students' duties included file breakdown and preparation of over 102,000 documents, with the consequent filming of 60,000 checks and over 20,000 documents. In addition to history filming, the students cleared over 10,000 jackets for history film storage.

The Franklin County Microfilming Board plans to utilize the PIC program again this year.

CAMERA DOWN TIME

Recorder's Office

Camera #1	82.75	
Camera #2	328.75	
Camera #11	82.00	
	<u>493.50</u>	TOTAL

Clerk of Courts

Camera #5	48.50	
Camera #6	176.75	
Camera #9	64.50	
Camera #10	39.75	
	<u>329.50</u>	TOTAL

Sheriff

Camera #12	115.75	
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Auditor

Camera #13	39.75	
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Prosecutor

Camera #14	105.75	
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TOTAL DOWNTIME FOR 1987

1,084.25