

FRANKLIN COUNTY MICROFILMING BOARD

1988 Annual Report

April 3, 1989

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

1989 APR 12 21 20W 6361

FRANKLIN COUNTY
LIBRARY
RECORDS

FOURTH 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

Fourth Year Project Activity, continued.

SHERIFF

1. Inmate Release Files

TREASURER

1. Address Change Cards

COMMISSIONERS

1. Journals
2. Resolutions

BOARD OF HEALTH

1. Patient Records
2. Water Cards
3. Water Well Permits

EQUIPMENT AND PRODUCTION FIGURES

AUDITOR'S OFFICE

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

Fiche Produced: 1,255

Dupes: 5,936

16mm CAMERA/PROCESSOR

Roll/Strip Form

Images Produced: 520,167

BOARD OF ELECTIONS

16mm Rotary Camera

Images Produced: 42,378

CLERK OF COURTS

105mm Step and Repeat Camera (4)

Fiche Format, 200 Images/Fiche

Breakdown:

Civil Daily	Fiche Produced:	3,217	Dupes:	14,019
History	Fiche Produced:	39	Dupes:	132
Criminal Daily	Fiche Produced:	1,138	Dupes:	2,598
History	Fiche Produced:	93	Dupes:	201
Domestic Daily	Fiche Produced:	1,473	Dupes:	10,311
History	Fiche Produced:	302	Dupes:	1,765
Juvenile Daily	Fiche Produced:	561	Dupes:	3,927
Appeals	Fiche Produced:	299	Dupes:	928

Total Clerk of Courts Fiche Produced: 7,122 Dupes: 33,881

PROSECUTOR'S OFFICE

105mm Step and Repeat Camera

Fiche Format, 200 Images/Fiche

Fiche Produced: 1,905 Dupes: 1,905

RECORDER'S OFFICE

105mm Step and Repeat Cameras (3), Fiche Format, 200 Images
35mm Planetary Camera, Roll/Strip format

Step and Repeat Production:

Official Records	Fiche Produced:	1,606	Dupes:	70,466
Financing Statements	Produced:	304	Dupes:	2,086
Juvenile	Fiche Produced:	308	Dupes:	616
Treasurer	Fiche Produced:	9	Dupes:	9

Equipment and Production Figures, continued

Commissioners	Fiche Produced:	99	Dupes:	198
Partnerships	Fiche Produced:	53	Dupes:	82
Work Request Forms	Produced:	18	Dupes:	23
	TOTALS	<u>2397</u>		<u>73,400</u>

Planetary Camera

Daily Plats	Images Produced:	1,713
Daily Sheets	Images Produced:	1,499
Mortgages	Images Produced:	60,905
Commissioners Papers	Images Produced:	8,845
Plat Index	Images Produced:	134
Tax Lien Index	Images Produced:	75

TOTALS **73,171**

SHERIFF'S DEPARTMENT

105mm Step and Repeat Camera (1), Fiche Format, 200 Images
 Fiche Produced: 990 Dupes: 990

**COMPUTER OUTPUT MICROFICHE
 COM**

Auditor's Office	Microfiche Produced:	4,965	Dupes:	11,844
Alimony & Child Support		2,732	Dupes:	5,462
Board of Elections		66	Dupes:	402
Common Pleas		155	Dupes:	155
Data Center		230	Dupes:	406
Recorder		2,478	Dupes:	73,484
Treasurer		<u>2,236</u>	Dupes:	<u>32,926</u>
	TOTALS	<u>12,862</u>		<u>124,679</u>

1988 ACCOMPLISHMENTS

1. Publication and implementation of a standardized destruction procedure manual.
2. Employment of a full time, in-house technician for maintenance and repair of county microfilm equipment.
3. Redesigned service contract specifications resulting in a marked decrease in costs due to decreases in the equipment roster covered by the contract.
4. Creation and implementation of a second shift of personnel for the Microfilming Center.
- ✓ 5. Elimination of a substantial amount of the history document backlog at the Microfilming Center.
6. Procurement and implementation of a replacement film processor for centralized film processing.
7. Implementation of a large format reader/printer for production of subdivision and condominium plats on plain paper and mylar.
8. Continuation of equipment replacement and standardization program, as well as placement for new project needs.
9. Establishment of a written, standardized destruction procedure manual.
10. Establishment of an organized filing system for Franklin County Microfilming Board records and documentation.
11. Total reorganization and indexing of history film at the Microfilming Center.
12. A 150% increase in production of history filming at the Microfilming Center over 1987 production.

GOALS FOR 1989

1. Continuation of equipment replacement program for worn out or obsolete equipment.
2. Establishment of a uniform, streamlined process for project evaluation production, and disposition.
3. Initiation and completion of several voluminous, long term history filming projects for various county offices.
4. Identification and evaluation of additional history filming projects in offices/agencies which are not currently utilizing Board services.
5. Continuation and expansion of the technical support program utilizing the in-house technician, including preventative maintenance, timely repair, and regular cleaning of equipment throughout the county.
6. Conversion of coin-operated and publicly accessed reader/printers to controlled access by internal personnel; resulting in abuse prevention, lower downtime, and lower maintenance and repair costs.
7. A further increase in production at the Miller Hall Microfilming Center.

THIRD YEAR FILMING ACCOMPLISHMENTS
Micrographic Project Description

MICROFILMING CENTER/ALUM CREEK

AUDITOR'S OFFICE

1. County Warrants
2. Welfare Checks
3. Payroll Checks

BOARD OF ELECTIONS

1. Transfers
2. Cancellations
3. Name Changes

CLERK OF COURTS

1. C Abuse Cases
2. Civ. Cases 1975-1982
3. Court Index Cards
4. Juvenile Cases
5. Alimony & Child Support Checks, 1985

PROSECUTOR'S OFFICE

1. Case Dismissals

RECORDER'S OFFICE

1. General and Limited Partnerships

PRODUCTION FIGURES FOR ALUM CREEK MICROFILMING CENTER

<u>PROJECT DESCRIPTION</u>	<u>IMAGES PRODUCED</u>
<u>Auditor, 16mm</u>	
1985-1986 County Warrants	217,300
1985 Payroll Checks	148,200
1985-1986 Welfare Checks	380,000
<u>Board of Elections, 35mm</u>	
Transfers	
Cancellations	
Name Changes	130,200
<u>Clerk of Courts, 16mm</u>	
Civil Cases, 1975-1982	737,570
Court Index Cards	65,000
Alimony & Child Support Checks, 1985	52,500
Child Abuse Cases, 35mm	3,700
Juvenile Cases, 35mm	402,450
<u>Recorder's Office, 16mm</u>	
General and Limited Partnerships	2,000
<u>Prosecutor's Office, 35mm</u>	
Case Dismissals	43,550
TOTAL IMAGES PRODUCED	2,182,470

**BUDGET REQUEST SUMMARY
BY
FUND ORGANIZATION**

Form S-1

City Franklin County Microfilm Board

Prepared by: Joseph R. Zimmerman

Fund No. 3500 Org No. 3510

Phone: 462-3179

Accounts	Column #1	Column #2	Column #3	Column #4	Column #5	Column #6	Column #7	Column #8
	FY 88 Original Apprn.	FY 88 Supplemental Apprn.	FY 88 Adjusted Appropriation 191 + 821	FY 88 Continuation Request	FY 88 Expanded Request	FY 88 Total Request (191+821)	FY 89 Approved Apprn.	Comments
Personal Service	\$197,080.00	Ø	\$197,080.00	Ø	Ø	\$197,080.00		
Fringe Benefits	Ø	Ø	Ø	Ø	Ø	Ø		
PERSON	\$ 21,493.00	Ø	\$ 21,493.00	Ø	Ø	\$ 21,493.00		
Medicare Tax	\$ 2,633.00	Ø	\$ 2,633.00	Ø	Ø	\$ 2,633.00		
Unemployment Comp.	Ø	Ø	Ø	Ø	Ø	Ø		
Materials & Supplies	\$ 98,123.20	Ø	\$ 98,123.20	Ø	\$2,000.00	* (Decrease) \$ 85,050.00		* Amount necessary is less than FY 1988
Services & Charges	\$ 83,261.00	Ø	\$ 83,261.00	Ø	\$1,139.00	\$-84,400.00		
Grants	Ø	Ø	Ø	Ø	Ø	Ø		
Capital Equipment	Ø	\$74,120.90	\$ 74,120.90	Ø	\$88,115.90	\$315,365.90		
Cash Transfer	Ø	Ø	Ø	Ø	Ø	Ø		
	Ø	Ø	Ø	Ø	Ø	Ø		
TOTAL	\$408,590.20	\$74,120.90	\$482,711.10	Ø	\$21,254.90	\$712,021.90		

Request _____ of _____
Continuation Request: _____
Resolution No. _____
Expansion Request: _____

Agency: Franklin County Microfilming Bd.
Prepared by: Joseph R. Zimmerman
Phone: 462-3179
Fund No: 3500 Org No: 3510

- I. Explanation of Request: For continuation request, please show calculations used to annualize the continuation request. For expanded budget requests, please explain justification (increased workload, legal mandate, etc.)

Personal Computer for Microfilming Board operations.

- * See attached letter.

- II. Funding Source: x G.F. Revenues _____ Grant _____ Other Revenues. _____
(Check which applies and show revenue on Form B-3)

III. Cost of Proposed Continuation or Expansion.

(a) 1000 Personnel	_____
(b) 1100 Fringe Benefits	_____
(c) 1120 PERS	_____
(d) 1130 Medicare	_____
(e) 1500 Materials & Supplies	_____
(f) 2000 Services & Charges	_____
(g) 3000 Grants	_____
(h) 4000 Capital Equipment	<u>\$4715.90</u>

Total Program Expansion \$4715.90

_____ of _____
Request: _____
No. _____
Request: _____

Agency: ECMR
Prepared by: Joseph R. Zimmerman
Phone: 462-3179
Fund No: 3500 Org No: 3510

nation of Request: For continuation request, please show
lutions used to annualize the continuation request. For
ded budget requests, please explain justification (increased
oad, legal mandate, etc.)

of a microfiche reader/printer for the Auto Title Department of the
Courts office. This new machine will produce copies of microfilmed
various needs.

ng Source: x G.P. Revenues _____ Grant _____ Other Revenues.
k which applies and show revenue on Form B-3)

of Proposed Continuation or Expansion.

1000 Personnel	_____
1100 Fringe Benefits	_____
1120 PERS	_____
1130 Medicare	_____
1500 Materials & Supplies	_____
2000 Services & Charges	_____
3000 Grants	_____
4000 Capital Equipment	<u>\$6000.00</u>
Total Program Expansion	<u>\$6000.00</u>

Request _____ of _____

Agency: FCMB

Continuation Request: _____

Prepared by: Joseph R. Zimmerman

Resolution No. _____

Phone: 462-3179

Expansion Request: _____

Fund No: 3500 Org No: 3510

- I. Explanation of Request: For continuation request, please show calculations used to annualize the continuation request. For expanded budget requests, please explain justification (increased workload, legal mandate, etc.)

Purchase of a microfilm reader/printer for the Coroner's office. This new machine will be used to produce copies of microfilmed files for various needs.

- II. Funding Source: G.F. Revenues Grant Other Revenues.
(Check which applies and show revenue on Form B-3)

III. Cost of Proposed Continuation or Expansion.

(a) 1000 Personnel	_____
(b) 1100 Fringe Benefits	_____
(c) 1120 PERS	_____
(d) 1130 Medicare	_____
(e) 1500 Materials & Supplies	_____
(f) 2000 Services & Charges	_____
(g) 3000 Grants	_____
(h) 4300 Capital Equipment	<u>\$6000.00</u>

Total Program Expansion \$6000.00

Request _____ of _____
Continuation Request: _____
Resolution No. _____
Expansion Request: _____

Agency: FCMB
Prepared by: Joseph R. Zimmerman
Phone: 462-3179
Fund No: 3500 Org No: 3510

- I. Explanation of Request: For continuation request, please show calculations used to annualize the continuation request. For expanded budget requests, please explain justification (increased workload, legal mandate, etc.)

Purchase of a microfilm reader/printer for the Franklin County Child Support Enforcement Agency to be used to produce copies of microfilmed files for internal needs. Additionally two microfilm readers are needed.

- II. Funding Source: G.F. Revenues Grant Other Revenues.
(Check which applies and show revenue on Form B-3)

III. Cost of Proposed Continuation or Expansion.

(a) 1000 Personnel	_____
(b) 1100 Fringe Benefits	_____
(c) 1120 PERS	_____
(d) 1130 Medicare	_____
(e) 1500 Materials & Supplies	_____
(f) 2000 Services & Charges	_____
(g) 3000 Grants	_____
(h) 4000 Capital Equipment	<u>\$6000.00 + \$400.00</u>

Total Program Expansion \$6400.00

Request _____ of _____

Agency: FCMB

Continuation Request: _____

Prepared by: Joseph R. Zimmerman

Resolution No. _____

Phone: 462-3179

Expansion Request: _____

Fund No: 3500 Org No: 3510

I. Explanation of Request: For continuation request, please show calculations used to annualize the continuation request. For expanded budget requests, please explain justification (increased workload, legal mandate, etc.)

Purchase of an engineering quality planetary camera to film the following projects.

1. Recorder's Office - Used to photograph large and oversize plat drawings currently too big for accomodation on existing 25 year old camera.
2. Lands & Buildings - Used to photograph over 5000 blueprints and engineering drawings for all county facilities.
3. Probate Court - Used to photograph various large volumes in high quantities. Age and type of paper discourages photography on other cameras.
4. Clerk of Courts - Used to photograph various large volumes in high quantities. Age and type of paper discourages photography on other cameras.

II. Funding Source: x G.F. Revenues Grant Other Revenues.
(Check which applies and show revenue on Form B-3)

III. Cost of Proposed Continuation or Expansion.

(a) 1000 Personnel	_____
(b) 1100 Fringe Benefits	_____
(c) 1120 PERS	_____
(d) 1130 Medicare	_____
(e) 1500 Materials & Supplies	<u>\$2000.00</u>
(f) 2000 Services & Charges	_____
(g) 3000 Grants	_____
(h) 4000 Capital Equipment	<u>\$65,000.00</u>
 Total Program Expansion	 <u>\$67,000.00</u>

Request _____ of _____ Agency: FCMB
Continuation Request: _____ Prepared by: Joseph R. Zimmerman
Resolution No. _____ Phone: 462-3179
Expansion Request: _____ Fund No: 3500 Org No: 3510

- I. Explanation of Request: For continuation request, please show calculations used to annualize the continuation request. For expanded budget requests, please explain justification (increased workload, legal mandate, etc.)

2000 Account Figures

Increases are due to costs of contract increases and the additions of several new pieces of equipment slated to go on service contracts.

- II. Funding Source: x G.F. Revenues _____ Grant _____ Other Revenues.
(Check which applies and show revenue on Form B-3)

III. Cost of Proposed Continuation or Expansion.

(a) 1000 Personnel	_____
(b) 1100 Fringe Benefits	_____
(c) 1120 PERS	_____
(d) 1130 Medicare	_____
(e) 1500 Materials & Supplies	_____
(f) 2000 Services & Charges	<u>\$1139.00 (increase)</u>
(g) 3000 Grants	_____
(h) 4000 Capital Equipment	_____

Total Program Expansion \$1139.00

Major Non-Payroll
Summary of Expenditures
During Fiscal Year 1988

Form D-4

Agency Franklin County M.B. Prepared by: Joseph R. Zimmerman

Fund No. 3500 Org No. 3510 Phone: 462-3179

Materials and Supplies Expenditures
(List largest expenditure first)

Expenditure Description	Acct. Code	FY 88 Expenses	FY 89 Request
1. Reader Printer, Dry Silver Paper		\$10,300.00	\$10,500.00
2. 105mm Film		10,000.00	15,000.00
3. 35mm Film		8,500.00	12,000.00
4. R/P Cartridges		7,800.00	2,600.00
5. 16mm Film		6,250.00	14,500.00
6. All Other 1500 Categories		54,362.00	28,450.00
Total 1500 Account		\$92,212.00	\$83,050.00

Services and Charges Expenditures
(List largest expenditure first)

Expenditure Description	Acct. Code	FY 88 Expenses	FY 89 Request
Step & Repeat			
1. Camera Service Contract		\$24,148.00	\$26,000.00
2. COM Fiche from State of Ohio		22,000.00	25,000.00
3. Duplicator (Diaz film) Lease		5,700.00	5,700.00
4. Duplicator Service Contracts		5,000.00	5,000.00
5. Reader/Printer Service Contracts		3,000.00	5,000.00
6. All Other 2000 Categories		\$26,113.00	\$17,700.00
Total 2000 Account		\$83,261.00	\$84,400.00

PRIORITY CAPITAL EQUIPMENT LIST

Contact Name Joseph R. Zimmerman

Date _____

Phone 462-3179

Item and Quality or replacement (R) w (N)	Est. Cost Per Unit	Estimated Total Cost	Projected Acquisition Date	Justification for Replacement or New Acquisition
1) Reader Printers 4 (R) 1 (N)	\$6000.00	\$30,000.00	4/89	Current reader/printers are up to 15 years old. Parts are not available and copy quality is poor due to wear on machines and outdated technology.
2) Roll Film Diazo Dupli- cator. 1 (N)	\$9500.00	\$9500.00	6/89	This new unit will duplicate roll film masters, producing working copies for various county offices. This will also eliminate dependency on outside sources to produce copies. Results will include lower costs and more rapid turnaround.
3) Valet Jacket Inserter 2 (R)	\$525.00	\$1050.00	6/89	These units are needed to replace units which are over 10 years old and worn out. Application is in the Probate Court for various adoption, commitment and other records.
4) Roll Film Attachment 1 (N)	\$1400.00	\$1400.00	2/89	This attachment will enable the Personal Property section of the Auditor's office to view both microfiche and checks involved in the administration of the department.

Item and Quality or replacement (R) # (N)	Est. Cost Per Unit	Estimated Total Cost	Projected Acquisition Date	Justification for Replacement or New Acquisition
)Fiche Tub 1, (N)	\$900.00	\$900.00	4/89	This new unit will store additional microfilm available to the public in the Clerk of Courts Office. Two existing units are full.
)Microfilm Viewers 20 (R)	\$220.00	\$4400.00	5/88	Needed to replace existing units utilized by both the public and county personnel in various county offices. Current viewers range in age from 8 to 14 years old.
)Step & Repeat Cameras 2 (R)	\$90,000.00	\$180,000.00	7/89	Needed to replace current cameras which are 20 years old. Repairs are frequent and replacement parts are non-existent, resulting in the need for fabrication of parts and the subsequent downtime needed.

PRIORITY CAPITAL EQUIPMENT LIST

Agency Franklin County Microfilming BoardContact Name Joseph R. ZimmermanDate November 21, 1988Fiscal Year 1989Phone 462-3179

Priority Ranking	Description of Item and Quality (Indicate whether replacement (R) or new (N))	Est. Cost Per Unit	Estimated Total Cost	Projected Acquisition Date	Justification for Replacement or New Acquisition
1	Reader/Printers 4 (R) 4(N)	\$6000.00	\$48,000.00	2/89	Current reader/printers are up to 15 years old. Parts are not available and copy quality is poor due to wear on machines and outdated technology. New machines are for projects listed on form B-2.
2	Personal Computer 1 (M)	\$4715.90	\$4715.90	2/89	See attached letter on form B-2
3	Planetary Camera 1 (R)	\$65,000.00	\$65,000.00	3/89	See attached B-2 form.
4	Roll Film Diazo Duplicator 1 (M)	\$9500.00	\$9500.00	6/89	This new unit will replicate roll film masters, producing working copies for various county offices. This will also eliminate dependency on outside sources to produce copies. Results will include lower costs and more rapid turnaround.
5	Valet Jacket Inserter 2 (N)	\$525.00	\$1020.00	6/89	These units are needed to replace units which are over 10 years old and worn out. Application is in the Probate Court for various adoption, commitment and other records.
6	Roll Film Attachment 1 (N)	\$1400.00	\$1400.00	2/89	This attachment will enable the Personal Property section of the Auditor's office to view both microfiche and checks involved in the administration of the department.

PRIORITY CAPITAL EQUIPMENT LIST

Agency Franklin County Microfilming BoardContact Name Joseph R. ZimmermanDate November 21, 1988Fiscal Year 1989Phone 452-3179

Priority Ranking	Description of Item and Quality (Indicate whether replacement (R) or new (N))	Est. Cost Per Unit	Estimated Total Cost	Projected Acquisition Date	Justification for Replacement or New Acquisition
7	Fiche Tub 1 (N)	\$900.00	\$900.00	4/89	This new unit will store additional microfiche available to the public in the Clerk of Courts office. Two existing units are full.
8	Microfilm Viewers 20 (R) 2 (N)	\$220.00	\$4840.00	5/89	Needed to replace existing units utilized by both the public and county personnel in various county offices. Current viewers range in age from 8 to 14 years old.
9	Step & Repeat Cameras 2 (N)	\$97,000.00	\$180,000.00	7/89	Needed to replace current cameras which are 20 years old. Repairs are frequent and replacement parts are non-existent, resulting in the need for fabrication of parts and the subsequent downtime needed.

CAMERA DOWN TIME

Recorder's Office

Camera #1	14.50	
Camera #2	191.00	
Camera #11	<u>28.75</u>	
	234.25	TOTAL

Clerk of Courts

Camera #5	28.50	
Camera #6	93.25	
Camera #9	142.50	
Camera #10	<u>108.00</u>	
	372.25	TOTAL

Sheriff

Camera #12	165.00	
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Auditor

Camera #13	11.00	
Camera #15	<u>19.75</u>	
	30.75	TOTAL

Prosecutor

Camera #14	105.25	
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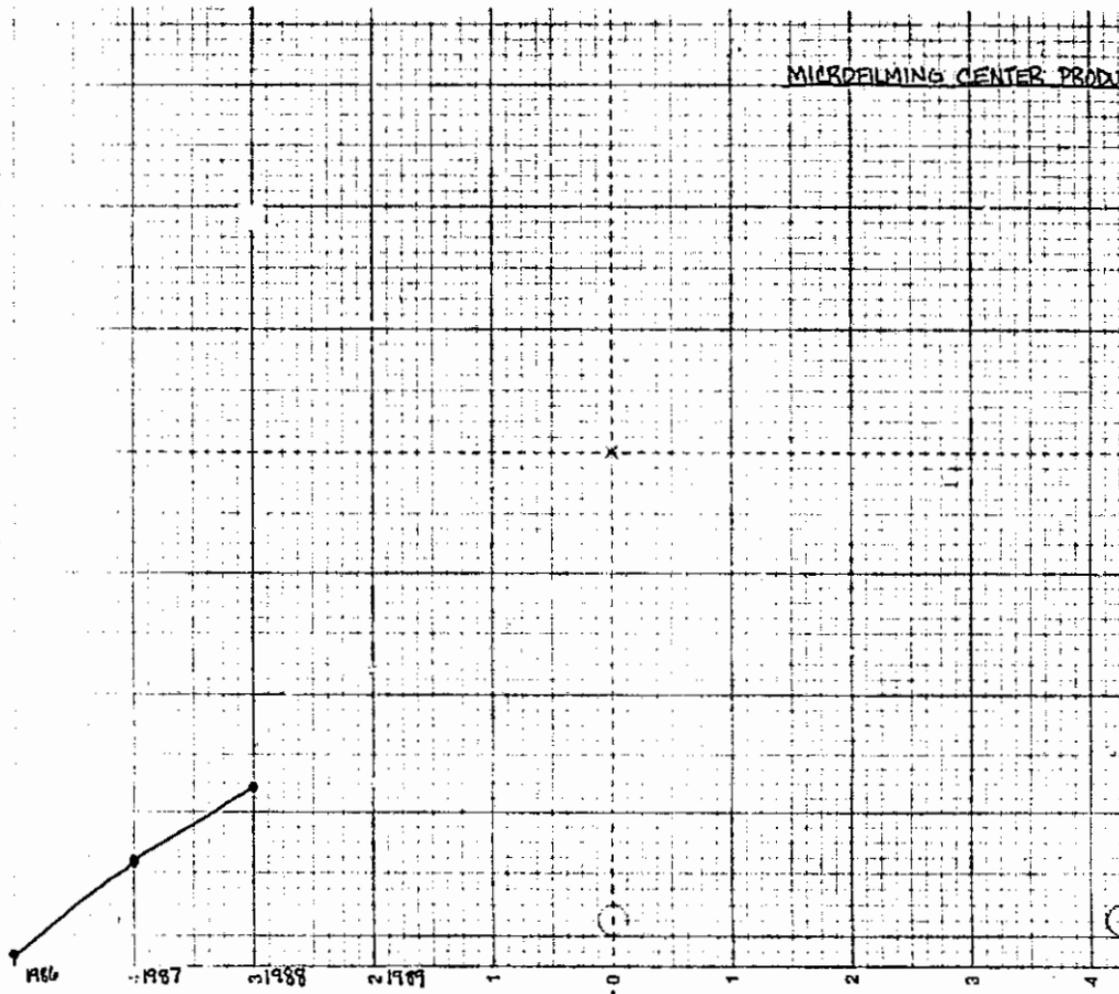
TOTAL DOWNTIME FOR 1988

1,017.50

IMAGES (IN MILLIONS)

TOP BLUE-LINE

MICROFILMING CENTER PRODUCTION



DOWNTIME REDUCTION REPORT

Over the course of 1988, several measures were taken to reduce the high incidence of downtime involving rotary, stop and repeat, and planetary cameras, as well as reader/printers and readers situated in various offices throughout the county.

A technician was hired for the Franklin County Microfilming Board to service much of the equipment utilized on a regular basis. Due to the age of many of the reader/printers, they require constant repair to keep them operating. The microfilm readers distributed throughout the county are for the most part utilized by the public, leading to a high incidence of abuse, breakage and wear. Most of the cameras (excluding those on service contract) are subjected to high volume usage and require constant preventative maintenance and in the instances of older cameras, higher repair frequency. The technician has consequently implemented a scheduled preventative maintenance program for all of this equipment, assuring optimum performance and reduced downtime. This program has dramatically increased up time on reader/printers, readers, and rotary cameras.

Service contracts for all equipment not serviced by the in-house technician were reviewed for content and scope. The result being a reduction in the number of machines serviced by contract and an inclusion of regularly scheduled preventative maintenance for the equipment included in the contract. Equipment deleted from these contracts is now serviced by the technician. The deletion of some types of equipment from service contract has resulted in up to 15% decreases in contract costs.