



MEMBERS:

THOMAS J. ENRIGHT
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JOSEPH W. TESTA
ADMINISTRATOR

TO: Franklin County Microfilming Board
FROM: Joseph W. Testa *JW*
DATE: April 2, 1990
SUBJECT: Annual Report

In accordance with the Ohio Revised Code Section 307.805, I am submitting the annual report for the microfilming activities for 1989. This report contains a recap of the production at the microfilming center as well as individual offices, a review of filming projects addressed in 1989 and expenditures for FY '89.

Accomplishments for this year under the supervision of our new director Anthony Frissora include:

1. A 35% increase in microfilming production over previous year.
2. Continuation of the modernization of microfilming equipment to increase production and decrease downtime.
3. The completion of staffing goals for the second shift at the Alum Creek Microfilming Center.
4. The implementation of a recycling agreement for microfilmed documents taken from county offices.

In addition to the increased emphasis on production increase, downtime reduction, training and staffing programs a primary focus for 1990 will be the preparation for the move to the new Franklin County Office Tower. County offices which will need our assistance in paper work reduction prior to their scheduled move will continue to receive additional attention.

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FRANKLIN COUNTY MICROFILMING BOARD

1989 ANNUAL REPORT

APRIL 3, 1990

SUBMITTED BY: JOSEPH W. TESTA, ADMINISTRATOR
FRANKLIN COUNTY MICROFILMING BOARD
ANTHONY J. FRISSORA, DIRECTOR

FIFTH YEAR PROJECT ACTIVITY

AUDITOR'S OFFICE

1. Personal Property
2. Transfer & Conveyance Sheets
3. Budget Commission & Documents
4. Settlement Forms
5. Manufactured Home Tax

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. Nctaries
4. Appeals
5. Real Estate Licenses
6. Juvenile Records

PROBATE COURT

1. Daily Casework Papers
2. Marriage Licenses
3. Mental Commitment Papers
4. Adoption Papers
5. Wills

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
9. FAX Requests

Fifth Year Project Activity, Continued

10. Commissioner's Resolutions
11. Partnerships
12. UCC Filings
13. Cemetery Plats
14. Death Records
15. Birth Records
16. Registration & Correction of Births
17. Medical Records
18. General Index to Probate

SHERIFF

1. Inmate Release Files

TREASURER

1. Address Change Cards

COMMISSIONERS

1. Journals
2. Resolutions

EQUIPMENT AND PRODUCTION FIGURES

AUDITOR'S OFFICE

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

Fiche Produced: 1,094 Dupes: 4,854

16mm CAMERA/PROCESSOR
Roll/Strip Form
Images Produced: 308,397

BOARD OF ELECTIONS

16mm Rotary Camera
Images Produced: 279,482

CLERK OF COURTS

105mm Step & Repeat Camera, Fiche Format, 200
Images/Fiche
Breakdown:

Civil Daily
Fiche Produced: 3,978 Dupes: 20,475

Criminal Daily
Fiche Produced: 1,546 Dupes: 4,804
Criminal History
Fiche Produced: 121 Dupes: 157

Domestic Daily
Fiche Produced: 1,758 Dupes: 12,876
Domestic History
Fiche Produced: 121 Dupes: 7,430

Juvenile Daily
Fiche Produced: 1,547 Dupes: 9,931
Juvenile History
Fiche Produced: 565 Dupes: 1,275

Appeals
Fiche Produced: 120 Dupes: 320

TOTAL 9,750 57,268

EQUIPMENT AND PRODUCTION FIGURES, CONTINUED

PROSECUTOR'S OFFICE

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

Fiche Produced: 1,870 Dupes: 1,870

RECORDER'S OFFICE

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

Official Records

Fiche Produced: 1,724 Dupes: 76,416

Financing Statements

Fiche Produced: 347 Dupes: 2,429

FAX Requests

Fiche Produced: 7 Dupes: 7

Work Request Forms

Fiche Produced: 16 Dupes: 30

Commissioners Resolutions

Fiche Produced: 32 Dupes: 64

Partnerships

Fiche Produced: 214 Dupes: 642

UCC Filings

Fiche Produced: 234 Dupes: 936

Treasurer

Fiche Produced: 101 Dupes: 101

Mortgages

Fiche Produced: 177 Dupes: 2,776

TOTAL 2,852 83,401

PLANETARY CAMERA

Daily Sheets

Images Produced: 1,925

Daily Plates

Images Produced: 1,261

Mortgages

Images Produced: 37,367

Condo Plat Books

Images Produced: 4,892

Soldiers Discharges

Images Produced: 18,038

PLANETARY CAMERA, CONTINUED

UCC Indexes	
Images Produced:	1,420
Cemetery Plats	
Images Produced:	496
Death Records (Probate)	
Images Produced:	1,415
Birth Records (Probate)	
Images Produced:	8,364
Registration & Correction of Birth Records (Probate)	
Images Produced:	816
Medical Records (Probate)	
Images Produced:	261
General Index to Probate Court	
Images Produced:	3,535
TOTAL IMAGES	79,790

DUPLICATES PRODUCED

Duplicate Official Records	36,000
Soldiers Discharges	674
Flat Books	442
Criminal Daily	475
Personal Property	20
Probate Court	8,072
Birth Records (Probate)	2,153
Death Records (Probate)	895
TOTAL DUPLICATES	48,731

SHERIFF'S OFFICE

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

Fiche Produced: 2,041 Dupes: 2,041

PROBATE COURT

16mm Rotary Camera, Roll Film
Images Produced: 154,344

COMPUTER OUTPUT MICROFICHE
COM

Auditor's Office Microfiche	5,317	Dupes: 14,341
Alimony & Child Support Microfiche	121	Dupes: 242
Board of Elections Microfiche	104	Dupes: 429
Recorder's Office Microfiche	3,768	Dupes: 102,807
Treasurer's Office Microfiche	1,523	Dupes: 27,705
Probate Court Microfiche	3,067	Dupes: 9,201
TOTAL DUPLICATES		<u>154,725</u>

1989 ACCOMPLISHMENTS

1. A minimum reduction of \$4,850 annually in maintenance costs due to a full time in-house technician. This was helpful not only in the money saved from outside service calls, but also having the technician on the premises helped decrease downtime due to the shorter response time.
2. Continuation of equipment replacement and standardization program, as well as placement for new project needs. The implementation of replacing the Image Systems Step & Repeat Cameras with the purchase of one (1) Terminal Data Corp. camera.
3. The procurement and implementation of the Diazo roll film duplicator, this will help eliminate the storage requirements for filmed and approved paperwork at the Microfilming Center.
4. The implementation of a recycling process for documents which had previously been microfilmed. A total of 3.2 tons of paper were recycled rather than being sent to the County Landfill.
5. The implementation of a fully staffed second shift work crew at the Miller Hall facility.
6. Formally organized a training process for new camera and reader printer operators throughout the county.
7. Initiation and completion of several voluminous, long term history filming projects for the Prosecutor, Recorder, Clerk of Courts, and Auditor's offices.
8. Identification and evaluation of additional history filming projects in offices/agencies which are not currently utilizing the Microfilming Board. (Probate Court, Coroner's Office)
9. The planning and specifications of the floor plan of the new office tower. This will enable us to consolidate the Microfilming Center to a more convenient location for all of the various offices/agencies to use.
10. An increase of 763,452 images from 1988's total at the Microfilming Center. This is a 35% increase in total production.

1990 GOALS

1. To decrease County downtime on Image Systems Step & Repeat cameras by further implementing the replacement of three (3) of these cameras. These three (3) cameras were directly responsible for 35% of the total downtime for the county.
2. Total reorganization and indexing of history film at the Microfilming Center.
3. To increase the total rolls of film produced to 2000 which would be a 20% increase in production.
4. To finish the backlog of Roll Film duplication. There are a total of 1,368 rolls that need to be duplicated in order to keep the process at a steady flow.
5. A reevaluation of all General Fund agencies filming needs. This will be done in a two step process. First, any filming that needs done prior to moving into the County Office Tower, Second, anything that would continue after the move is complete.
6. To reduce the total paper storage at the Microfilming Center by 75% by the end of the year. This would decrease the time needed for our move into the County Office Tower.

LONG TERM GOALS

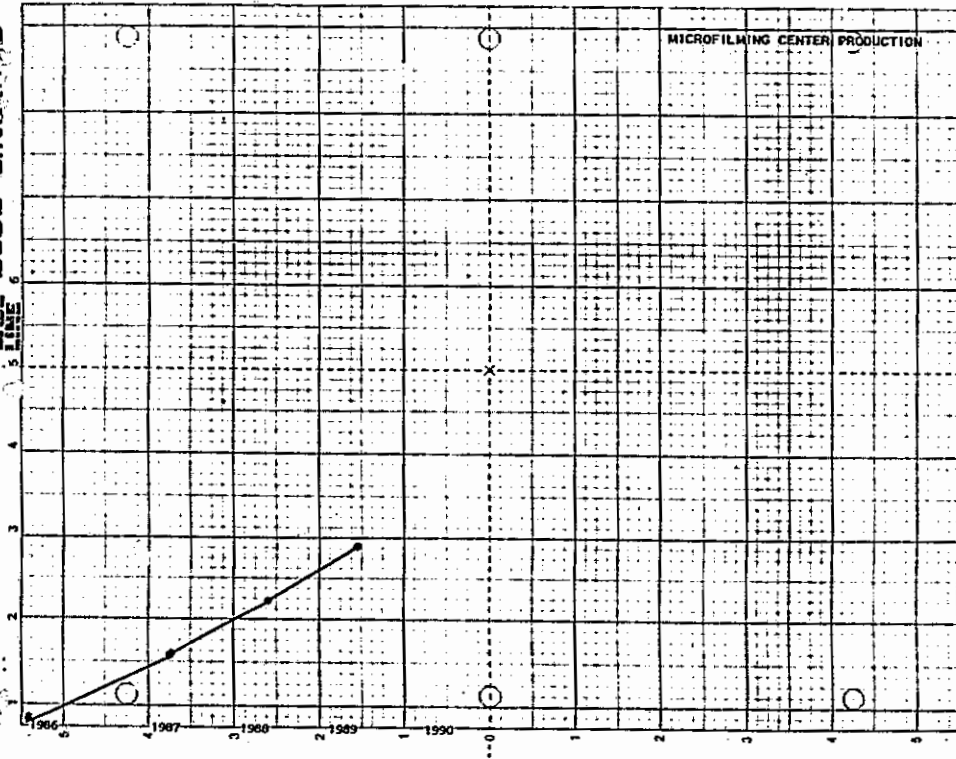
1. An in depth review of the entire retention schedule of Franklin County. Some of the material may be outdated, or revisions need to be made to it.
2. Consolidation of daily source filming all within the Microfilming Center. This would also decrease the need for satellite cameras which are now dispersed throughout the County. By doing this it would enable us to maintain a consistency of filming standards throughout the County.
3. To come up with a permanent solution for long term master film storage, that would be cost effective and also meet standards for humidity etc.

MICROFILM CENTER
1717 ALUM CREEK DRIVE

<u>35MM PLANETARY CAMERA</u>	<u>ROLLS</u>	<u>IMAGES</u>
1981 & 1982 Juvenile Court Cases	200	279,150
<u>RECORDAK 16MM ROTARY CAMERA</u>		
Board of Health	18	56,583
Prosecutor's Cases	292	535,867
Civil Court Unknowns	4	6,500
1984 Domestic Relations	8	13,268
Domestic Divorce Cases	45	71,300
1982 Divorce Cases	70	113,750
1982 Dissolution Cases	57	74,550
1983 Divorce Cases	146	218,725
1983 Dissolution Cases	54	71,150
1984 Dissolution Cases	133	218,150
1985 Civil Cases	311	487,731
1986 Civil Cases	92	147,472
1985 Civil Depositions	60	101,056
1985 Criminal Cases	142	219,663
Auditor's Payroll Checks	11	100,200
1987 County Warrants	<u>30</u>	<u>230,807</u>
TOTALS	1,673	2,945,922

BASE BLUE-LINE GRID

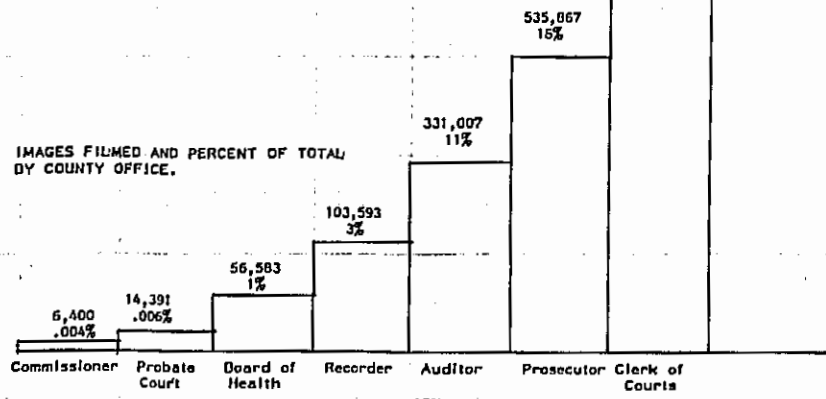
IMAGES (IN MILLIONS)



HISTORY FILMING
IMAGES REDUCED TO FILM
BY FRANKLIN COUNTY MICROFILMING BOARD, 1989
3,070,306 IMAGES

2,022,465
66%

IMAGES FILMED AND PERCENT OF TOTAL
BY COUNTY OFFICE.



CAMERA DOWNTIME

Recorder's Office

Camera #1	30.75	
Camera #2	<u>142.25</u>	
	173.00	TOTAL

Clerk of Courts

Camera #5	85.50	
Camera #6	37.50	
Camera #9	97.75	
Camera #10	<u>122.25</u>	
Camera #11	<u>33.50</u>	
	376.50	TOTAL

Sheriff

Camera #12	274.00	TOTAL
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Auditor

Camera #13	148.00	
Camera #15	<u>44.50</u>	
	192.50	TOTAL

Prosecutor

Camera #14	373.50	TOTAL
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TOTAL DOWNTIME FOR 1989 1,389.50

FISCAL YEAR 1990
BUDGET REQUEST CHECK LIST

PROGRAM (ORG) NAME Microfilming Board

AGENCY Microfilming Board

ORG NO. 3510

PREPARED BY Anthony J. Frissora

FUND NO. 3500

PHONE NO. 462-3950

PLEASE CHECK AND ATTACH THE FORMS WHICH HAVE BEEN SUBMITTED FOR THIS BUDGET ORGANIZATION.

- Form B-1 Budget Summary by Organization
- Form B-2 Continuation Adjustment
- Form B-3 Expanded Program Request
- Form B-4 Major Non-Payroll Expenses
- Form B-5 Quarterly Estimate of Revenues
- Form B-6 Description of Revenues
- Form B-7 Program Description
- Form B-8 Priority Capital Equipment Request

PROGRAM (ORG) NAME Microfilming Board PREPARED BY Anthony J. Friesora
 ORGANIZATION NO. 3510 PHONE NO. 462-3950
 FUND NUMBER 3500
 AMOUNT OF REQUEST \$8600.00

I. Please check appropriate expense category:

<input type="checkbox"/> 1000 Personal Services	<input type="checkbox"/> 1500 Materials & Supplies
<input type="checkbox"/> 1100 Fringe Benefits	<input checked="" type="checkbox"/> 2000 Services & Charges
<input type="checkbox"/> 1120 PERB	<input type="checkbox"/> 3000 Grants
<input type="checkbox"/> 1130 Medicare	<input type="checkbox"/> 4000 Capital Equipment

II. Explanation of Request: For expanded budget requests, please explain justification (increased workload, legal mandate, etc.)

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

III. PLEASE CHECK:

Funding Source: B. F. Revenues Grant
 Other Revenues (Please explain _____)

MAJOR NON-PAYROLL EXPENSES
FY 1989 AND FY 1990

FORM B-4

PROGRAM (ORG) NAME Microfilming Board
ORG NO. 3510
FUND NO. 3500

AGENCY Microfilming Board
PREPARED BY Anthony J. Frisora
PHONE NO. 3950

MATERIALS AND SUPPLIES EXPENDITURES
(LIST LARGEST EXPENDITURE CATEGORY FIRST)

EXPENDITURE DESCRIPTION	EXPENSE CODE	FY 89 EXPENSES	FY 90 REQUEST
1. Film	1601	\$36,856	\$36,856
2. Dry Silver Paper	1601	\$12,710	\$12,710
3. R/P Cartridges	1601	\$ 5,012	\$ 5,012
4. Non-Contract Services & Charges	1601	\$ 3,000	\$ 3,000
5. Technician Supplies	1601	\$ 2,200	\$ 2,200
6. All Other 1500 CATEGORIES		\$25,322	\$25,322
Total 1500 account		\$85,100	\$85,100

(Total should correspond to entry on Form B-1)

SERVICES AND CHARGES EXPENDITURES
(LIST LARGEST EXPENDITURE CATEGORY FIRST)

EXPENDITURE DESCRIPTION	EXPENSE CODE	FY 89 EXPENSE	FY 90 REQUEST
1. Step & Repeat Camera Service Contract	2053	\$30,060	\$35,000
2. State of Ohio (COM) Fiche	2910	\$25,000	\$27,000
3. R/P Service Contract	2053	\$11,929	\$16,000
4. Duplicator Service Contr.	2053	\$ 6,380	\$ 7,000
5. Duplicator Lease/Purchase	2053	\$ 5,644	\$ 1,900
6. ALL OTHER 2000 CATEGORIES		\$ 5,289	\$ 6,100
TOTAL 2000 ACCOUNT		\$84,400	\$93,000

(TOTAL SHOULD CORRESPOND TO ENTRY ON FORM B-1)

BUDGET SUMMARY
BY BUDGET ORGANIZATION

FORM B-1

PROGRAM (ORG) NAME Microfilming Board
ORG NO. 3510 FUND NO. 3500

PREPARED BY Anthony J. Ericsson
PHONE 462-3950

ACCOUNTS	COLUMN #1	COLUMN #2	COLUMN #3	COLUMN #4	COLUMN #5	COLUMN #6	COLUMN #7
	FT90 ORIGINAL APPRN	FT90 SUPPLEMENTAL APPRN	FT90 CONTINUATION ADJUSTMENT	TOTAL FT90 CONTINUATION REQUEST (1 & 3)	FT90 EXPANDED REQUEST	FT90 TOTAL REQUEST #4+#5	COMMENTS Adjustments per Finance Director
1000 PERSONAL SERVICE	\$204,900			\$204,900		\$204,900	\$ 8,200 +
1100 FRINGE BENEFITS							
1120 PERS	\$ 28,600			\$ 28,600		\$ 28,600	\$ 1,200 +
1130 MEDICARE	\$ 2,600	\$ 250.00	\$ 250.00	\$ 2,850		\$ 2,850	\$ 250 +
1150 UNEMPLOYMENT COEP							
MATERIALS & 1500 SUPPLIES	\$ 85,100			\$ 85,100		\$ 85,100	\$ 1,000 +
2000 SERVICES & CHARGES	\$ 84,400			\$ 84,400	\$ 8,600	\$ 93,000	See attached B-3
3000 GRANTS							
4000 CAPITAL EQUIPMENT	\$152,702			\$ -0-	\$314,285	\$314,285	\$67,685 -
4700 CASH TRANSFER							
OTHER							
TOTAL	\$550,382	\$ 250.00	\$ 250.00	\$405,850	\$322,885	\$728,735	\$671,700

PRIORITY CAPITAL EQUIPMENT REQUEST
FISCAL YEAR 1990

FORM B-8

PROGRAM (ORG) NAME Microfilming Board
ORG NO. 3510
FUND NO. 3500

PREPARED BY Anthony J. Frissora
PHONE 3950

PRIORITY RANKING (1, 2, or 3)	DESCRIPTION OF ITEM AND QUANTITY [INDICATE WHETHER REPLACEMENT (R) OR NEW (N)]	EST. COST PER UNIT	ESTIMATED TOTAL COST	PROJECTED ACQUISITION DATE	JUSTIFICATION FOR REPLACEMENT OR NEW ACQUISITION
1	Step & Repeat Cameras 3 (R)	\$60,000	\$180,000	2/90	Needed to replace 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.
1	Fiche Carrier attachment 1 (N)	\$ 245.00	\$ 245.00	1/90	This attachment will enable the Clerk of Courts office to view and make copies of both microfiche and roll film.
1	Frame Masking Option 1 (N)	\$ 480.00	\$ 480.00	1/90	This option is for a reader/printer to cut down on toner costs.
1	Microfiche Trays 32 (N)	\$ 30.00	\$ 960.00	2/90	Needed to store additional microfiche available to public in various county offices.
1	Handcart 1 (N)	\$ 350.00	\$ 350.00	2/90	Needed to move and haul various micrographic equipment.
1	Typewriter 1 (N)	\$ 500.00	\$ 500.00	3/90	Needed for Miller Hall personnel to type labels and various projects.

NOTE: CAPITAL ITEMS SHOULD BE PRIORITIZED AS 1, 2 and 3. PRIORITY 1 CAPITAL ITEMS MUST BE REPLACED OR PURCHASED DURING FY 1990. PRIORITY 2 CAPITAL ITEMS NEED TO BE REPLACED BUT DO NOT NEED TO BE REPLACED IN FY 1990 UNLESS FUNDS ARE AVAILABLE. PRIORITY 3 ITEMS ARE DESIREABLE CAPITAL EQUIPMENT REPLACEMENT BUT ARE NOT NECESSITIES.

PRIORITY CAPITAL EQUIPMENT REQUEST
FISCAL YEAR 1990

FORM R-8

PROGRAM (ORG) NAME Microfilming Board
ORG NO. 3510
FUND NO. 3500

PREPARED BY Anthony J. Frisora
PHONE 3950

PRIORITY RANKING (1, 2, or 3)	DESCRIPTION OF ITEM AND QUANTITY (INDICATE WHETHER REPLACEMENT (R) OR NEW (N))	EST. COST PER UNIT	ESTIMATED TOTAL COST	PROJECTED ACQUISITION DATE	JUSTIFICATION FOR REPLACEMENT OR NEW ACQUISITION
1	Temperature and Humidity gauge 1 (N)	\$ 200.00	\$ 200.00	2/90	Needed to monitor humidity and temperature levels for safe film storage.
1	Rotary Camera 1 (N)	\$ 14,000	\$ 14,000	5/90	Needed in various county offices to film records.
1	Reader/Printer 1 (N)	\$ 10,000	\$ 10,000	4/90	Needed in various county offices for heavy copy use.
1	Roll film viewers 5 (N)	\$ 900.00	\$ 4,500	4/90	These units will allow various county offices to view roll film as the need increases.
1		\$65,000	\$ 65,000	5/90	Needed to replace existing camera that is over 50 years old.

NOTE: CAPITAL ITEMS SHOULD BE PRIORITIZED AS 1, 2 and 3. PRIORITY 1 CAPITAL ITEMS MUST BE REPLACED OR PURCHASED DURING FY 1990. PRIORITY 2 CAPITAL ITEMS NEED TO BE REPLACED BUT DO NOT NEED TO BE REPLACED IN FY 1990 UNLESS FUNDS ARE AVAILABLE. PRIORITY 3 ITEMS ARE DESIREABLE CAPITAL EQUIPMENT REPLACEMENT BUT ARE NOT NECESSARY.

PRIORITY CAPITAL EQUIPMENT REQUEST
FISCAL YEAR 1990

FORM R-8

PROGRAM (ORG) NAME Microfilming Board
 ORG NO. 3510
 FUND NO. 3500

PREPARED BY Anthony J. Frisora
 PHONE 3950

PRIORITY RANKING (1, 2, or 3)	DESCRIPTION OF ITEM AND QUANTITY (INDICATE WHETHER REPLACEMENT (R) OR NEW (N))	EST. COST PER UNIT	ESTIMATED TOTAL COST	PROJECTED ACQUISITION DATE	JUSTIFICATION FOR REPLACEMENT OR NEW ACQUISITION
2	Splicer 1 (R)	\$3050.00	\$3050.00	5/90	To replace unit for which parts are no longer available.
2	Reader/Printer 3 (N) Roll film 2 (R) Microfiche	\$ 6,000 4,000	TOTAL \$ 26,000	6/90	Needed to replace existing units that are up to 15 years old and to make hard copy from roll film and microfiche.
2	Collator 1 (N)	\$ 9,000	\$ 9,000	7/90	Needed to collate microfiche duplicates which are now sorted by hand and totals over 20,000 copies quarterly.

NOTE: CAPITAL ITEMS SHOULD BE PRIORITIZED AS 1, 2 and 3. PRIORITY 1 CAPITAL ITEMS MUST BE REPLACED OR PURCHASED DURING FY 1990. PRIORITY 2 CAPITAL ITEMS NEED TO BE REPLACED BUT DO NOT NEED TO BE REPLACED IN FY 1990 UNLESS FUNDS ARE AVAILABLE. PRIORITY 3 ITEMS ARE DESIREABLE CAPITAL EQUIPMENT REPLACEMENT BUT ARE NOT NECESSITIES.

PRIORITY CAPITAL EQUIPMENT REQUEST
FISCAL YEAR 1991

FORM B-8

PROGRAM (OR) NAME Microfilming Board
ORG NO. 1510
FUND NO. 3500

PREPARED BY Anthony J. Frisora
PHONE 3950

PRIORITY RANKING (1, 2, or 3)	DESCRIPTION OF ITEM AND QUANTITY (INDICATE WHETHER REPLACEMENT (R) OR NEW (N))	EST. COST PER UNIT	ESTIMATED TOTAL COST	PROJECTED ACQUISITION DATE	JUSTIFICATION FOR REPLACEMENT OR NEW ACQUISITION
1	Step & Repeat Camera 2 (R)	\$60,000	\$120,000	3/91	Needed to replace 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.
1	Reader/Printers 5 (R)	\$ 6,000	\$ 30,000	4/91	Needed to replace existing units that are up to 15 years old.
2	Microfilm Viewers (Rollfilm) 10 (R)	\$ 900.00	\$ 9,000	6/91	Needed to allow various county offices to view roll film.
2	Rotary Cameras 3 (N)	\$14,000	\$42,000	7/91	Needed in various county offices to film records.

* This list does not reflect any capital items which would be a part of the replacement or expansion needs for capital equipment, office furniture, or items for operations in the new county office tower.

NOTE: CAPITAL ITEMS SHOULD BE PRIORITIZED AS 1, 2 and 3. PRIORITY 1 CAPITAL ITEMS MUST BE REPLACED OR PURCHASED DURING FY 1991. PRIORITY 2 CAPITAL ITEMS NEED TO BE REPLACED BUT DO NOT NEED TO BE REPLACED IN FY 1991 UNLESS FUNDS ARE AVAILABLE. PRIORITY 3 ITEMS ARE DESIREABLE CAPITAL EQUIPMENT REPLACEMENT BUT ARE NOT NECESSITIES.

PRIORITY CAPITAL EQUIPMENT REQUEST
FISCAL YEAR 1992

FORM B-8

PROGRAM (ORG) NAME Microfilming Board
ORG NO. 3510
FUND NO. 3500

PREPARED BY Anthony J. Frisora
PHONE 3950

PRIORITY	DESCRIPTION OF ITEM AND QUANTITY BANKING : [INDICATE WHETHER REPLACEMENT (R) (1, 2, or 3) OR NEW (N)]	EST. COST PER UNIT	ESTIMATED TOTAL COST	PROJECTED ACQUISITION DATE	JUSTIFICATION FOR REPLACEMENT OR NEW ACQUISITION
1	Step & Repeat camera 2 (R)	\$60,000	\$120,000	3/92	Needed to replace 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.
2	Reader/Printers 4 (R)	\$ 5,000	\$ 24,000	5/92	Needed to replace existing units that are up to 15 years old.
3	Microfilm Viewers 5 (R)	\$ 900.00	\$ 4,500	7/92	Needed to allow various county offices to view roll film.
<p>* This list does not reflect any capital items which would be a part of the replacement or expansion needs for capital equipment, office furniture, or items for operations in the new county office tower.</p>					

NOTE: CAPITAL ITEMS SHOULD BE PRIORITIZED AS 1, 2 and 3. PRIORITY 1 CAPITAL ITEMS MUST BE REPLACED OR PURCHASED DURING FY 1990. PRIORITY 2 CAPITAL ITEMS NEED TO BE REPLACED BUT DO NOT NEED TO BE REPLACED IN FY 1990 UNLESS FUNDS ARE AVAILABLE. PRIORITY 3 ITEMS ARE DESIREABLE CAPITAL EQUIPMENT REPLACEMENT BUT ARE NOT NECESSITIES.

CAPITAL PURCHASE ITEMS
1989

TDC STEP & REPEAT CAMERA	\$ 56,912.00
ROLL FILM DUPLICATOR	\$ 11,150.00
VALET JACKET INSERTER (2)	\$ 1,980.00
ROLL FILM ATTACHMENT	\$ 1,400.00
FICHE TUB	\$ 900.00
MICROFILM VIEWERS	\$ 34,567.30
HAND CART	\$ 298.00
TYPEWRITER	\$ 365.00
FICHE CARRIER ATTACHMENT	\$ 245.00
FRAME MASKING OPTION	\$ 490.00
TEMPERATURE & HUMIDITY GAUGE	\$ 88.00
PERSONAL COMPUTER	\$ 5,399.59
PERSONAL COMPUTER SOFTWARE	<u>\$ 600.00</u>
TOTAL COST	\$ 114,394.89



MEMBERS:

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

TO: George Kaitso, Finance Director
FROM: Anthony J. Frissora, Microfilm Director
DATE: November 24, 1989
RE: Capital Identification Numbers

Purnuant to our conversation during the budget hearing on November 22, 1989, the following is a list of capital items which were proposed for the 1990 budget, they are to be removed from said proposal and purchased with 1989 funds. I understand that these items need capital identification numbers before being purchased.

IF, there are any further questions please feel free to contact me.

One (1) Handcart	\$350.00
One (1) Typewriter	\$500.00
One (1) Fiche Carrier Attachment	\$245.00
One (1) Frame Masking Option	\$490.00
One (1) Temperature and Humidity Gauge	<u>\$200.00</u>
	\$1785.00