



MEMBERS:

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

1991 APR - 1 AM 8:28

TO: Franklin County Microfilming Board
FROM: Joseph W. Testa *[Signature]*
DATE: April 1, 1991
SUBJECT: Annual Report

In accordance with the Ohio Revised Code Section 307.805, I am submitting the annual report for the microfilming activities for 1990. This report contains a recap of the production at the microfilming center as well as individual offices, a review of filming projects addressed in 1990 and expenditures for FY '90.

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

1. A 35% decrease in equipment downtime 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 continuation of a recycling agreement for microfilmed documents taken from county offices which totaled over 19 tons in 1990.

In addition to the increased emphasis on downtime reduction, training and staffing programs, a primary focus for 1991 will be the preparation for the move to the new Franklin County Office Tower. County offices which need our assistance in paper work reduction prior to their scheduled move are continuing to receive additional attention.

FRANKLIN COUNTY MICROFILMING BOARD

1990 ANNUAL REPORT

APRIL 1, 1991

SUBMITTED BY: JOSEPH W. TESTA
ADMINISTRATOR
FRANKLIN COUNTY
MICROFILMING BOARD

ANTHONY J. FRISSORA
DIRECTOR

SIXTH 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. Notaries
4. Appeals
5. Real Estate Licenses
6. Juvenile Records
7. Criminal Expungements
8. Vacation & Sick Leave Schedules

PROBATE COURT

1. Daily Casework Papers
2. Marriage Licenses
3. Mental Commitment Papers
4. Adoption Papers
5. Wills
6. Civil Dockets
7. General Index to Deaths
8. Index to Guardians
9. Index to Wills
10. Journal of Guardians
11. Appeal, Bonds
12. Birth Records
13. Veterans Guardians
14. Assignees Bonds & Letters
15. Civil Docket, No Administration
16. Inheritance Tax
17. Guardian Docket Books
18. Numbers Books
19. Cash Books

PROSECUTOR'S OFFICE

1. History Case Files

SIXTH YEAR PROJECT ACTIVITY, CONTINUED

RECORDER'S OFFICE

1. Official Records
2. Financing Statements
3. Work Request Forms
4. FAX Sheets
5. Soldiers Discharges
6. Daily Plats
7. Condo Plats
8. Daily Sheets
9. Mortgages
10. Grantee Index
11. Grantor Index
12. Deed Books
13. Unemployment Compensation Liens
14. Viet Nam Veterans Memorial
15. Veterans Burial Records
16. Record of Liens
17. Partition Fence Record
18. Index to Aid to Agod Liens
19. Court Cancellations
20. Record of Trusts & Exception Estates
21. State of Ohio Recognizance Liens
22. Notice of Filing Applications to Register Title of Lands
23. Limited Partnerships
24. Partnership Record #1
25. Corporation Records 1 & 2
26. Authority to Pay Taxes
27. Release of Power of Appointments
28. Index to Personal Tax Lien Releases
29. Index to Personal Tax Lien Delinquent
30. Index to Personal Tax Liens
31. Personal Property Tax Liens
32. Federal Tax Liens Index
33. Index to Sub Contractors Liens
34. Index to Excise & Franchise Tax Liens
35. County Recorder's Tax Lien Record of Certificates of Delinquent Admissions Taxes
36. Chattel Mortgage Records
37. Book of Conveyances
38. Historical Abstract Books

SHERIFF

1. Inmate Release Files

TREASURER

1. Address Change Cards

SIXTH YEAR PROJECT ACTIVITY, CONTINUED

COMMISSIONERS

1. Journals
2. Resolutions

EQUIPMENT AND PRODUCTION FIGURES

AUDITOR'S OFFICE

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

Fiche Produced: 1,491 Dupes: 5,354

16mm CAMERA/PROCESSOR
Roll/Strip Form
Images Produced: 200,059

BOARD OF ELECTIONS

16mm Rotary Camera
Images Produced: 36,048

CLERK OF COURTS

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

Civil Daily		
Fiche Produced:	4,057	Dupes: 20,285
Civil History		
Fiche Produced:	106	Dupes: 348
Criminal Daily		
Fiche Produced:	1,609	Dupes: 7,715
Criminal History	144	Dupes: 144
Appeals		
Fiche Produced:	177	Dupes: 414
Domestic Daily		
Fiche Produced:	1,972	Dupes: 15,896
Domestic History		
Fiche Produced:	650	Dupes: 2,585
Juvenile Daily		
Fiche Produced:	2,114	Dupes: 13,229
Juvenile History		
Fiche Produced:	<u>2,555</u>	Dupes: <u>2,461</u>
TOTAL	13,464	63,077

EQUIPMENT AND PRODUCTION FIGURES, CONTINUED

PROBATE COURT

16mm Rotary Camera, Roll Film
 Images Produced: 283,960

PROSECUTOR'S OFFICE

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

Fiche Produced: 1,278 Dupes: 1,278

RECORDER'S OFFICE

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

Official Records		
Fiche Produced:	1,723	Dupes: 75,812
Financing Statements		
Fiche Produced:	332	Dupes: 2,204
Work Request Forms		
Fiche Produced:	18	Dupes: 31
FAX Sheets		
Fiche Produced:	18	Dupes: 18
Soldiers Discharges		
Fiche Produced:	53	Dupes: 97
Daily Sheets		
Fiche Produced:	28	Dupes: 28
Treasurer		
Fiche Produced:	167	Dupes: 167
Mentally Ill (Probate)		
Fiche Produced:	23	Dupes: 3,951
Mortgages		
Fiche Produced:	118	Dupes: 236
Deed Books		
Fiche Produced:	4	Dupes: 700
Official Records (Old)		
Fiche Produced:	3	Dupes: 600
Grantee Index		
Fiche Produced:	194	Dupes: 8,055
Grantor Index		
Fiche Produced:	92	Dupes: 276
Civil Dockets		
Fiche Produced:	91	Dupes: 273
Unemployment Compensation Liens		
Fiche Produced:	8	Dupes: 8
Commissioners Journals		
Fiche Produced:	9	Dupes: 9

EQUIPMENT AND PRODUCTION FIGURES, CONTINUED

Deed Records		Dupes:	328
Fiche Produced:	328		
Viet Nam Veterans Memorial			
Fiche Produced:	<u>4</u>	Dupes:	<u>12</u>
TOTAL	3,213		92,805

DUPLICATES PRODUCED

Index to Will Records	461
Plats	265
Deed Index (Grantor)	268
Deed Index (Grantee)	164
Domestic Miscellaneous	49
Domestic History	744
Official Records (Old)	37
Condo Plat Books	1,295
Juvenile History	384
Deed Records	191
Civil Dockets	5,556
Auditor Soft Jackets	286
Clerk of Courts Miscellaneous	210
Auditor Soft Jackets	286
Soldiers Discharges	2,958
General Plat Index	101
Unemployment Comp. Liens	9
Old CR-1	12,967
Abstract of Titles	108
Appeals	48
Authority to Pay Taxes	24
Historical Abstract Books	228
Domestic History	11,888

DUPLICATES FOR PROBATE

Probate Index	9,956
Probate Soft Jackets	53,922
Correction of Births Index	280
Journal of Guardian Appts.	120
Index to Guardians	756
Veterans Guardians	908
Appeal Bonds	80
Assignees Bonds & Letters	60
Civil Docket Inheritance Tax	2,517
Civil Docket, No Tax	447
Civil Docket, Mentally Ill	153
Guardian Docket	<u>9,409</u>
TOTAL DUPLICATES PRODUCED	117,135

EQUIPMENT AND PRODUCTION FIGURES, CONTINUED

PLANETARY CAMERA

Daily Plats	
Images Produced:	3,255
Condo Plats	
Images Produced:	2,979
Soldiers Discharges	
Images Produced:	28,420
Mortgages	
Images Produced:	99,735
Grantee Index	
Images Produced:	2,300
Veterans Burial Records	
Images Produced:	674
Record of Liens	
Images Produced:	216
Partition Fence Record	
Images Produced:	29
Index to Aid to Aged Liens	
Images Produced:	724
Court Cancellations	
Images Produced:	900
Record of Trusts & Exceptional Estates	
Images Produced:	100
State of Ohio Recognizance Liens	
Images Produced:	599
Notice of Filing Applications to Register Title of Lands	
Images Produced:	66
Limited Partnerships	
Images Produced:	893
Partnership Record #1	
Images Produced:	71
Corporation Records 1 & 2	
Images Produced:	578
Authority to Pay Taxes	
Images Produced:	117
Release of Power of Appointments	
Images Produced:	10
Index to Personal Tax Liens Delinquent	
Images Produced:	260
Record of Personal Tax Lien Releases	
Images Produced:	150
Index to Personal Tax Liens	
Images Produced:	732
Personal Property Tax Liens	
Images Produced:	205
Federal Tax Lien Index	
Images Produced:	200
Index to Sub Contractors Liens	
Images Produced:	29

EQUIPMENT AND PRODUCTION FIGURES, CONTINUED

Index to Excise & Franchise Tax Liens	
Images Produced:	58
County Recorder's Lien Record of Certificates of Delinquent Admissions Taxes	
Images Produced:	32
Chattel Mortgage Records	
Images Produced:	2,700
Book of Conveyances	
Images Produced:	60
Historical Abstract Books	
Images Produced:	756
General Index to Deaths	
Images Produced:	481
Index to Guardians	
Images Produced:	5,454
Index to Wills	
Images Produced:	500
Journal of Guardians	
Images Produced:	286
Appeal Bonds	
Images Produced:	195
Birth Records	
Images Produced:	339
Veterans Guardians	
Images Produced:	1,829
Assignees Bonds & Letters	
Images Produced:	127
Civil Docket, No Administration	
Images Produced:	414
Inheritance Tax	
Images Produced:	5,547
Civil Dockets	
Images Produced:	27,438
Guardian Docket Books	
Images Produced:	17,668
Numbers Books	
Images Produced:	5,609
Cash Books	
Images Produced:	5,000
Auditor's Abstracts	
Images Produced:	2,500
TOTAL	220,235

SHERIFF'S OFFICE

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

Fiche Produced: 1,346 Dupes: 1,346

EQUIPMENT AND PRODUCTION FIGURES, CONTINUED

PROBATE COURT

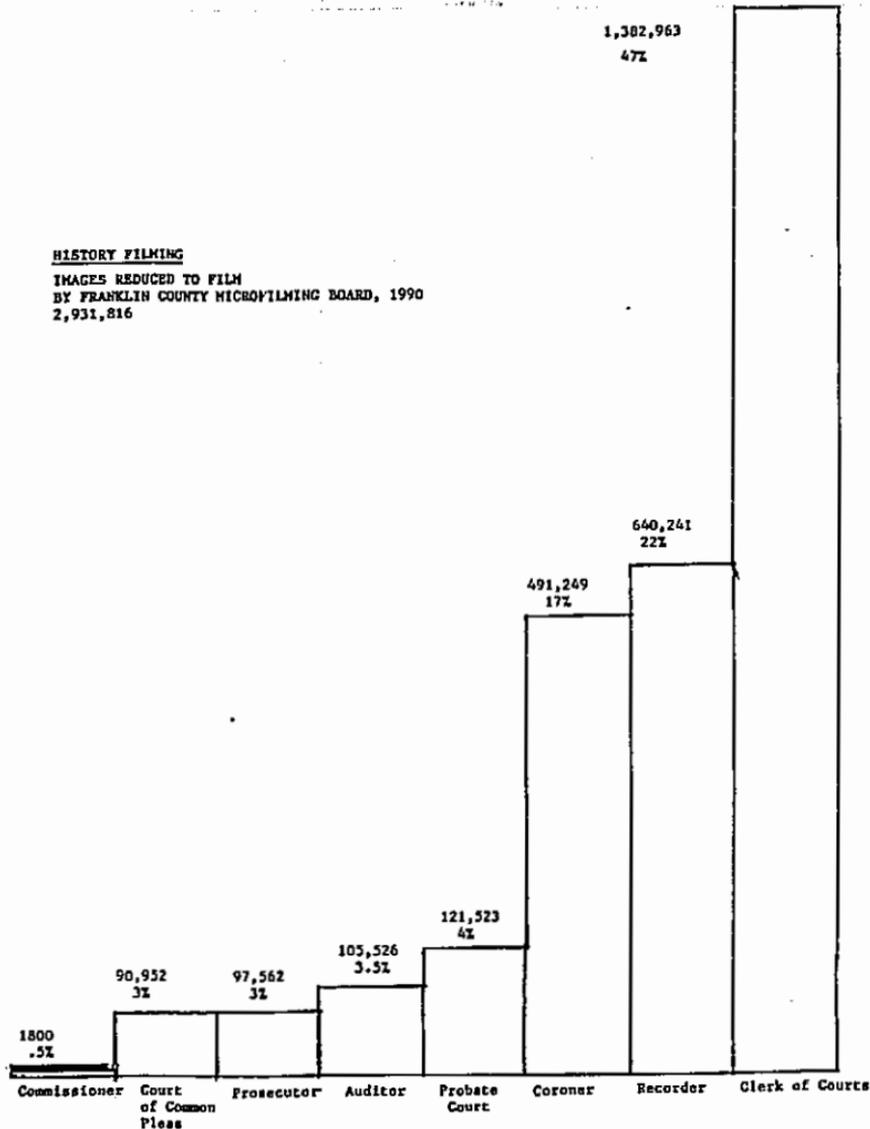
16mm Rotary Camera, Roll Film
Images Produced: 283,960

MICROFILM CENTER
1717 ALUM CREEK DRIVE

<u>RECORDAK 16MM ROTARY CAMERA</u>	<u>ROLLS</u>	<u>IMAGES</u>
1985 Civil Cases	29	53,621
1986 Civil Cases	242	388,789
Coroners Cases	378	491,249
County Warrants	11	103,026
Juvenile	241	380,412
Criminal	23	40,693
Recorder's B.F.S. Liens	3	7,000
Recorder's Escrow Receipts	4	5,312
Prison Work Releases	61	90,952
Tax Liens	127	250,553
Tax Lien Releases	3	7,110
Recognizance Liens	8	24,402
1984 DM's	2	3,128
Dissolutions	113	176,243
Prosecutor's Civil Files	57	97,562
Old Domestic Files	17	27,948
Probate Wills	42	50,636
1985 DR's	164	275,305
Domestic Violence Cases	27	36,824
Unemployment Compensations	<u>9</u>	<u>21,650</u>
TOTAL	1,561	2,532,415

HISTORY FILMING

IMAGES REDUCED TO FILM
BY FRANKLIN COUNTY MICROFILMING BOARD, 1990
2,931,816



CAMERA DOWNTIME

Recorder's Office

Camera #1	84.50	
Camera #2	26.00	
Camera #3	<u>2.00</u>	
	112.50	TOTAL

Clerk of Courts

Camera #5	123.75	
Camera #6	106.25	
Camera #7	79.75	
Camera #8	79.75	
Camera #9 (Old)	107.25	
Replacement	<u>0</u>	
	497.25	TOTAL

Sheriff

(Old)	8.00	
Replacement	<u>7.50</u>	
	15.50	TOTAL

Auditor

Camera/Processor	96.25	
Step & Repeat (Old)	95.00	
Replacement	<u>3.00</u>	
	194.25	TOTAL

Prosecutor

#14 (Old)	80.75	
Replacement	<u>0</u>	
	80.75	TOTAL

Probate

16mm Rotary	4.50	TOTAL
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TOTAL DOWNTIME FOR 1990

904.75

COMPUTER OUTPUT MICROFICHE
COM

Animal Control Microfiche	66	Dupes:	132
Auditor's Office Microfiche	3,326	Dupes:	8,566
Board of Elections Microfiche	97	Dupes:	631
Recorder's Office Microfiche	3,808	Dupes:	95,252
Treasurer's Office Microfiche	<u>1,708</u>	Dupes:	<u>26,414</u>
TOTAL DUPLICATES			130,995

1990 ACCOMPLISHMENTS

1. Continuation of equipment replacement and standardization program, as well as placement for new project needs. The implementation of replacing three (3) Image Systems Step & Repeat Cameras with the purchase of three (3) Anacomp 20/20 Cameras.
2. A minimum reduction of \$11,000 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 shorter response time.
3. The procurement and implementation of the Microfiche Collator. This decreased manhours used for sorting large duplicating projects.
4. The continued implementation of a recycling program for documents which had previously been microfilmed. A total of 19.2 tons of paper were recycled rather than sent to the landfill.
5. Initiation and completion of several voluminous long and short term history filming projects for the Clerk of Courts, Recorder, Work Release, Coroner, Probate Court and Commissioners.
6. A decrease in County downtime on Image system Cameras by 35%. This is due to replacement of three (3) of these cameras.
7. The duplication of over 1300 rolls of film that reduced the backlog to insure a steady flow of production.
8. Filmed over 404,607 images for the County Clerk's office which significantly reduced their storage space needed in the new Franklin County Office Tower.

1991 GOALS

1. To make the move of microfilm equipment of all county offices moving into the new office tower as smooth as possible with as little downtime as possible.
2. To continue to decrease county downtime by replacing three more Image Systems Cameras.
3. To reduce paper storage at the Microfilm Center. To store only current projects that are being handled.
4. To implement the Planetary camera/processor to shoot oversized document projects from the Recorder's office, Engineer's office, and Facilities Management office.

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.

FISCAL YEAR 1991
BUDGET REQUEST CHECK LIST

PROGRAM (ORG) NAME Microfilming Board

AGENCY _____

ORG NO. 3510

PREPARED BY Anthony J. Frissora

FUND NO. 3500

PHONE NO. 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 Request
- 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

AGENCY Microfilming Board
 FUND NO. 3500 ORG. NO. 3510

BUDGET SUMMARY
 BY BUDGET ORGANIZATION

FORM B-1
 PREPARED BY Anthony J. Frisora
 PHONE 3950

ACCOUNTS	COLUMN #1	COLUMN #2	COLUMN #3	COLUMN #4	COLUMN #5	COLUMN #6	COLUMN #7
	FY90 ORIGINAL APPRN	FY90 SUPPLEMENTAL APPRN	FY91 CONTINUATION ADJUSTMENT	FY91 CONTINUATION REQUEST (1 & 3)	FY91 EXPANDED REQUEST	FY91 TOTAL REQUEST (#4+#5)	COMMENTS
1000 PERSONAL SERVICE	\$213,100			\$213,100		\$213,100	
1100 FRINGE BENEFITS							
1120 PERS	\$ 29,800			\$ 29,800		\$ 29,800	
1130 MEDICARE	\$ 3,600			\$ 3,100		\$ 3,100	
1150 UNEMPLOYMENT COMP							
MATERIALS & SUPPLIES 1600	\$86,100			\$ 86,100		\$86,100	
2000 SERVICES & CHARGES	\$93,000		\$25,500	\$118,500	\$10,000	\$128,500	See Form B2-B3
3000 GRANTS							
4000 CAPITAL EQUIPMENT	\$246,600			-0-	\$206,825	\$206,825	
4700 CASH TRANSFER							
OTHER							
TOTAL	\$671,700		\$25,500	\$450,600	\$216,825	\$667,425	

FY 1991 CONTINUATION ADJUSTMENT

FORM B-2

PROGRAM (ORO) NAME Microfilming Board PREPARED BY Anthony J. Frissora
 ORGANIZATION NO. 3510 PHONE NO. 3950
 FUND NUMBER: 3500
 AMOUNT OF REQUEST \$25,500

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 PERS	<input type="checkbox"/> 3000 Grants
<input type="checkbox"/> 1130 Medicare	<input type="checkbox"/> 4000 Capital Equipment

II. Explanation of Request: For continuation request, please show calculations used to annualize the continuation request.

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

Assured Micro Services (Reader Printers)	\$ 8,000
Terminal Data Corp. (Camera)	\$ 2,600
Anacom (Step & Repeat Cameras)	\$10,000
JM Reader Printer	\$ 1,400
COH Fiche (State of Ohio)	\$ 3,000
Anacom Duplicators	\$ - 500
TOTAL	\$25,500

III. PLEASE CHECK:

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

PROGRAM (ORG) NAME Microfilming Board PREPARED BY Anthony J. Prissora
 ORGANIZATION NO. 3510 PHONE NO. 3950
 FUND NUMBER 3500
 AMOUNT OF REQUEST \$10,000

I. Please check appropriate expense category:

<input type="checkbox"/> 1000 Personal Services	<input type="checkbox"/> 1500 Materials & Supplies
<input type="checkbox"/> 1100 Fringa Benefits	<input checked="" type="checkbox"/> 2000 Services & Charges
<input type="checkbox"/> 1120 PERG	<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.)

Due to restrictions of maintenance agreements, funds are needed in order to move various microfilm equipment throughout the county. Also, funds are needed to lease a vendacard system for use throughout the county.

Terminal Data Corp. (Cameras)	\$ 1200.00
Anacomp (Cameras, 2 Duplicators)	\$ 1200.00
Oce (Flat Machine)	\$ 1000.00
Planetary Camera	\$ 1000.00
Electronics Automation (Cameras)	\$ 600.00
Assured Micro Services (Reader Printers)	\$ 1000.00
Assured Micro Services (Lease for Vendacard)	\$ 4000.00
TOTAL	<u>\$10,000.00</u>

III. PLEASE CHECK:

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

MAJOR NON-PAYROLL EXPENSES
FY 1990 AND FY 1991

FORM B-4

PROGRAM (ORG) NAME Microfilming Board
ORG NO. 3510
FUND NO. 3300

AGENCY _____
PREPARED BY Anthony J. Frissora
PHONE NO. 3250

MATERIALS AND SUPPLIES EXPENDITURES
(LIST LARGEST EXPENDITURE CATEGORY FIRST)

EXPENDITURE DESCRIPTION	EXPENSE CODE	FY 90 EXPENSES	FY 91 REQUEST
1. <u>Ray Film</u> <u>(16,35,105)</u>	1601	\$31,584	\$33,000
2. Duplicate Film	1601	\$22,674	\$25,000
3. Technician Parts & Supplies	1601	\$ 4,200	\$ 5,000
4. Toner	1601	\$ 3,870	\$ 3,950
5. Dry Silver Paper	1601	\$ 2,600	\$ 2,600
6. ALL OTHER 1500 CATEGORIES		\$21,172	\$16,550
TOTAL 1500 ACCOUNT		\$86,100	\$86,100

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

SERVICES AND CHARGES EXPENDITURES
(LIST LARGEST EXPENDITURE CATEGORY FIRST)

EXPENDITURE DESCRIPTION	EXPENSE CODE	FY 90 EXPENSE	FY 91 REQUEST
1. Step & Repeat Cameras Service Contract	2053	\$30,540	\$30,600
2. State of Ohio (COM)	2810	\$27,000	\$30,000
3. R/P Service Contract	2053	\$14,300	\$22,000
4. Step & Repeat Cameras Service Contract	2053		\$10,000
5. Duplicator Svc. Contr.	2053	\$ 7,000	\$ 7,500
6. ALL OTHER 2000 CATEGORIES		\$14,160	\$28,400
TOTAL 2000 ACCOUNT		\$93,000	\$128,500

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

PRIORITY CAPITAL EQUIPMENT LIST
FISCAL YEAR 1991

FORM B-8

AGENCY Microfilming Board

CONTACT NAME Anthony J. Frissora

DATE 11/1/90

FUND NO. 3500 ORG NO. 3510

PHONE 3950

NOTE: CAPITAL EQUIPMENT IS ANY ITEM WITH A UNIT COST OF \$100 OR MORE AND A USEFUL LIFE OF ONE YEAR OR MORE

PRIORITY RANKING	DESCRIPTION OF ITEM & QUANTITY [INDICATE WHETHER REPLACEMENT (R) OR NEW (N)]	NEW OR REPLACEMENT	ESTIMATED TOTAL COST	EST COST PER UNIT	EXPLANATION
1	(3) Step & Repeat Cameras and maintenance agreement	R	\$111,000	\$37,000	Needed to replace cameras which are 20 years old. Repairs are frequent and replacement parts are non-existent.
1	(1) Rotary Camera	R	\$ 14,000	\$14,000	Needed to replace camera that is over 15 years old.
1	(12) Twelve viewers, 3 Roll Film 9 Microfiche	N	\$ 6,600	\$ 1,000 \$ 400	Needed for use in various county offices.
1	(2) Microfiche Storage Cabinets	N	\$ 3,400	\$ 1,700	Needed for use in various county offices.
1	Roll Film Storage Cabinets (5)	N	\$ 8,500	\$ 1,700	Needed for use in various county offices.
1	(10) R/P with Maintenance (5) Roll film Microfiche (5) Microfiche	N R	\$60,000	\$ 7,500 \$ 4,500	Needed for use in various county offices, also replace units which are up to 15 years old.
2	(1) Feed abelf for existing Kodak Rotary Camera	N	\$ 300	\$ 300	Needed for use in various county offices.

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 ITEM ARE DESIREABLE CAPITAL EQUIPMENT REPLACEMENT BUT ARE NOT NECESSITIES.

PRIORITY CAPITAL EQUIPMENT LIST
FISCAL YEAR 1991

FORM B-8

AGENCY Microfilming Board

CONTACT NAME Anthony J. Frissora

DATE 11/1/90

FUND NO. 3500 ORG NO. 3510

PHONE 3950

NOTE: CAPITAL EQUIPMENT IS ANY ITEM WITH A UNIT COST OF \$100 OR MORE AND A USEFUL LIFE OF ONE YEAR OR MORE

PRIORITY RANKING	DESCRIPTION OF ITEM & QUANTITY [INDICATE WHETHER REPLACEMENT (R) OR NEW (N)]	NEW OR REPLACEMENT	ESTIMATED TOTAL COST	EST COST PER UNIT	EXPLANATION
2	Vendacard Debit Access System	N	\$3,025	\$3,025	To be used in various county offices.

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 DESIRABLE CAPITAL EQUIPMENT REPLACEMENT BUT ARE NOT NECESSITIES.

PRIORITY CAPITAL EQUIPMENT LIST
FISCAL YEAR 1992

FORM 8-8

AGENCY Microfilming Board

CONTACT NAME Anthony J. Frissora

DATE 11/1/90

FUND NO. 3500 ORG NO. 3510

PHONE 3950

NOTE: CAPITAL EQUIPMENT IS ANY ITEM WITH A UNIT COST OF \$100 OR MORE AND A USEFUL LIFE OF ONE YEAR OR MORE

PRIORITY RANKING	DESCRIPTION OF ITEM & QUANTITY [INDICATE WHETHER REPLACEMENT (R) OR NEW (N)]	NEW OR REPLACEMENT	ESTIMATED TOTAL COST	EST COST PER UNIT	EXPLANATION
1	Step & Repeat Cameras (2) with Maintenance agreement.	R	\$117,000	\$ 39,000	Needed to replace cameras which are up to 20 years old.
2	Reader/Printers (4) with Maintenance agreement.	R	\$ 30,000	\$ 7,500	Needed to replace reader/printers which are up to 15 years old.
2	Microfilm Viewers (5)	R	\$ 4,750	\$ 950	Needed to allow various offices to view film.

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 LIST
FISCAL YEAR 1993

FORM B-8

AGENCY Microfilming Board

CONTACT NAME Anthony J. Frissora

DATE 11/1/90

FUND NO. 3500 ORG NO. 3510

PHONE 3950

NOTE: CAPITAL EQUIPMENT IS ANY ITEM WITH A UNIT COST OF \$100 OR MORE AND A USEFUL LIFE OF ONE YEAR OR MORE

PRIORITY RANKING	DESCRIPTION OF ITEM & QUANTITY [INDICATE WHETHER REPLACEMENT (R) OR NEW (N)]	NEW OR REPLACEMENT	ESTIMATED TOTAL COST	EST COST PER UNIT	EXPLANATION
1	Step & Repeat Cameras (2) with Maintenance agreement.	R	\$117,000	\$39,000	Needed to replace cameras which are up to 20 years old.
2	Reader/Printers (4) with Maintenance agreement.	R	\$ 30,000	\$ 7,500	Needed to replace reader/printers which are up to 15 years old.
2	Microfilm Viewers (3)	R	\$ 4,750	\$ 950	Needed to allow various offices to view film.
2	Rotary Camera (1)	N	\$ 14,000	\$14,000	For use in various county offices.

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 ITEM ARE DESIREABLE CAPITAL EQUIPMENT REPLACEMENT BUT ARE NOT NECESSITIES.

CAPITAL REQUESTS
FOR THE 1991 BUDGET

12/31/90

DEPARTMENT	CAPITAL I.D. NUMBER	ITEM REQUESTED	REPLACEMENT/ NEW	ESTIMATED UNIT COST	ESTIMATED TOTAL COST	TOTAL CAPITAL
MICROFILMING BOARD	3510-91-01	3 - STEP & REPEAT CAMERAS	R	37,000	111,000	
	3510-91-02	1 - ROTARY CAMERA	R	14,000	14,000	
	3510-91-03	3 - ROLL FICHE VIEWERS	N	1,000	3,000	
	3510-91-04	9 - MICROFICHE VIEWERS	N	400	3,600	
	3510-91-05	5 - FICHE STORAGE CABINETS	N	1,700	3,400	
	3510-91-06	5 - MICROFICHE READERS	N	7,500	37,500	
	3510-91-07	5 - ROLL FILM MICROFICHE READERS	R	4,500	22,500	
		TOTAL				195,000

APPROPRIATION
1991

010000 MICROFILM BOARD 3510

1000	PERSONAL SERVICES	221,600
1100	FRINGE BENEFITS	0
1120	FEES	31,300
1130	MEDICARE TAX	3,300
1150	UNEMPLOYMENT COMP.	0
1500	MATERIALS & SUPPLIES	85,100
2000	SERVICES & CHARGES	127,500
3000	GRANTS	0
3500	CONTRIBUT	0
4000	CAPITAL OUTLAY	195,000
4500	DEBT SERVICE	0
4700	CASH TRANSFER	0
	TOTAL	667,000

CAPITAL PURCHASE ITEMS
1990

MICROFILM ROTARY CAMERA	\$	11,604.88
MICROFILM VIEWERS (5)	\$	2,200.00
MOTORIZED ROLL FILM ATTACHMENT	\$	685.00
MICROFILM READERS (JUMBO)	\$	1,268.00
READER/PRINTER (HIGH VOLUME)	\$	5,347.80
FILM SPLICER	\$	1,895.25
READER/PRINTERS	\$	24,343.75
MICROFICHE COLLATOR	\$	6,800.00
PLANETARY CAMERA	\$	54,200.00
20/20 CAMERAS, STEP & REPEAT	\$	<u>91,872.68</u>
TOTAL COST	\$	200,217.36