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COMMISSIONER'S OFFICE

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**MEMBERS:**

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

**TO:** Franklin County Microfilming Board  
**FROM:** Joseph W. Testa  
**DATE:** April 8, 1992  
**SUBJECT:** Annual Report

In accordance with the Ohio Revised Code Section 307.805, I am submitting the annual report for the microfilming activities for 1991. This report contains a recap of the production at the microfilming center as well as individual offices, a review of filming projects addressed in 1991, expenditures for FY '91, and a status report of history filming since the Boards' inception in 1985.

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

1. A successfully coordinated move of all microfilm equipment and supplies for offices moving into the new County Office Tower with minimal downtime.
2. Continuation of the modernization of microfilming equipment to increase production and decrease downtime.
3. A 4% decrease in equipment downtime over previous year.
4. The continuation of a recycling agreement for microfilmed documents taken from county offices which totaled over 27 tons in 1991.

In addition to the increased emphasis on downtime reduction, training and staffing programs, a primary focus for 1992 will be to continue the high level of quality production while at the same time dealing with a decreased funding level.

FRANKLIN COUNTY MICROFILMING BOARD

1991 ANNUAL REPORT

APRIL 1, 1992

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

ANTHONY J. FRISSORA  
DIRECTOR

## SEVENTH YEAR PROJECT ACTIVITY

### AUDITOR'S OFFICE

1. Personal Property
2. Transfer & Conveyance Sheets
3. Estate Tax
4. Manufactured Home Tax
5. Vendors License

### BOARD OF ELECTIONS

1. Transfer FORMS
2. Election Day Voters (Form 237)
3. Voter Registration Cancellations
4. Inactive Registration Cards
5. Register of Voters

### CLERK OF COURTS

1. Civil Daily
2. Civil History
3. Criminal Daily
4. Criminal History
5. Appeals
6. Domestic Daily
7. Domestic History
8. Juvenile Daily
9. Juvenile History
10. Juvenile Abortions
11. Judgements
12. State Tax Books
13. Notaries
14. Real Estate Licenae
15. Criminal Expungements
16. Vacation and Sick Leave Schedules

### PROBATE COURT

1. Daily Casework Papers
2. Marriage License
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. Veterans Guardians
12. Civil Docket, No Administration
13. Inheritance Tax

Project Activity, Continued

14. Guardian Docket Books
15. Numbers Books
16. Cash Books

PROSECUTOR'S OFFICE

1. History Case Files

RECORDER'S OFFICE

1. Official Records
2. Financing Statements
3. Daily Sheets
4. Work Request Forms
5. Fax Sheets
6. Soldiers Discharges
7. Mortgages
8. Index to Deeds (Grantor)
9. Index to Deeds (Grantee)
10. Probate Wills
11. Probate Cash Books
12. Probate
13. Plats
14. Condo Plats
15. Juvenile
16. Domestic Transcripts
17. Tax Liens
18. Mechanics Liens
19. DR's and DM's
20. Escrow
21. Board of Health
22. Financing Statements Debtor Index
23. Miscellaneous Welfare Department
24. Index to Marriage (Male)
25. Index to Marriage (Female)
26. Index to Mortgages
27. Prosecutor
28. Civil Cases
29. Index to Divorce, Domestic
30. Index to Divorce and Dissolutions
31. Tax Foreclosures
32. Appeals
33. Miscellaneous Prosecutor
34. Marriage Records
35. Criminal
36. Board of Health Plumbing Plats
37. Agriculture Center
38. Lands and Buildings Roofing Project
39. Lands and Buildings Detention Facility
40. Lands and Buildings County Jail

Project Activity, Continued

SHERIFF

1. Inmate Release Files
2. Expungements

TREASURER

1. Address Change Cards



EQUIPMENT AND PRODUCTION FIGURES, CONTINUED

Juvenile History Fiche Produced:	85	Duplicates Produced: 85 Images Produced: 17,000
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Juvenile Abortions Fiche Produced:	10	Duplicates Produced: 10 Images Produced: 45
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TOTAL FICHE PRODUCED: 13,210  
TOTAL DUPLICATES PRODUCED: 82,598  
TOTAL IMAGES PRODUCED: 2,678,395

PROBATE COURT

16mm Rotary Camera, Roll Film  
Images Produced: 316,932

PROSECUTOR'S OFFICE

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

Fiche Produced: 1,144	Duplicates Produced: 1,144 Images Produced: 199,125
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RECORDER'S OFFICE

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

Official Records Fiche Produced: 1,928	Duplicates Produced: 83,612 Images Produced: 305,600
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Financing Statements Fiche Produced: 321	Duplicates Produced: 2,193 Images Produced: 64,200
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Index to Deeds (Grantor) Fiche Produced: 272	Duplicates Produced: 910 Images Produced: 27,200
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Index to Deeds (Grantee) Fiche Produced: 163	Duplicates Produced: 815 Images Produced: 16,300
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EQUIPMENT AND PRODUCTION FIGURES, CONTINUED

Commissioners Journals Fiche Produced: 47	Duplicates Produced: 47 Images Produced: 9,400
Daily Sheets Fiche Produced: 38	Duplicates Produced: 38 Images Produced: 7,200
Work Request Forms Fiche Produced: 23	Duplicates Produced: 23 Images Produced: 4,600
Fax Sheets Fiche Produced: 26	Duplicates Produced: 26 Images Produced: 5,200
Treasurer Fiche Produced: 140 Done by Treasurer employees	Duplicates Produced: 140 Images Produced: 5,250
TOTAL FICHE PRODUCED: 2,958	
TOTAL DUPLICATES PRODUCED: 87,804	
TOTAL IMAGES PRODUCED: 524,950	

DUPLICATES ONLY PRODUCED

Soldiers Discharges	1,354
Probate Soft Jackets	14,819
Civil History	228
Plat Books	5,682
Domestic History	22,399
Auditor Replacements	381
Domestic Replacements	94
Prosecutor History	6,040
Index to Marriages (Female)	1,360
Index to Marriages (Male)	1,569
General Index to Probate and Probate Index to Estates, Assignments and Trusts	1,557
Domestic Index to Divorce and Dissolutions	6,878
Probate Court Fiche	2,501
Index to Dissolution of Marriages	209
DR's for Domestic	<u>19,933</u>
TOTAL	85,004

PLANETARY CAMERA, 35MM

Soldiers Discharges	6,214
Mortgages	157,702

## EQUIPMENT AND PRODUCTION FIGURES, CONTINUED

Cash Books	7,320
Mechanics Liens	1,400
Index to Marriages (Female)	5,750
Index to Marriages (Male)	13,530
Index to Divorce	7,500
General Index to Divorce and Dissolutions	<u>1,000</u>
TOTAL	200,416

CAMERA/PROCESSOR, 35MM

Plats	228
Condo Plats	77
Mortgages	9,413
Aperture Cards	<u>25,505</u>
TOTAL	35,223

ROTARY CAMERAS, 16MM

Probate of Wills	Rolls 219	Images 269,148
1987 Juvenile	Rolls 113	Images 173,395
Domestic Transcripts	Rolls 91	Images 168,794
Probate	Rolls 147	Images 158,474
Tax Liens	Rolls 2	Images 1,648
DR's & DM's	Rolls 33	Images 58,910
Escrow	Rolls 2	Images 2,949
Board of Health	Rolls 91	Images 187,754
Misc. Welfare Dept.	Rolls 1	Images 635
Civil Cases	Rolls 282	Images 538,394
Prosecutor	Rolls 23	Images 39,764
Marriage Records	Rolls 29	Images 54,053
Tax Foreclosures	Rolls 24	Images 38,244
Appeals	Rolls 69	Images 125,675
1986 Criminal	Rolls <u>25</u>	Images <u>42,337</u>
TOTAL	1,151	1,860,174

SHERIFF'S OFFICE

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

Fiche Produced: 2,706

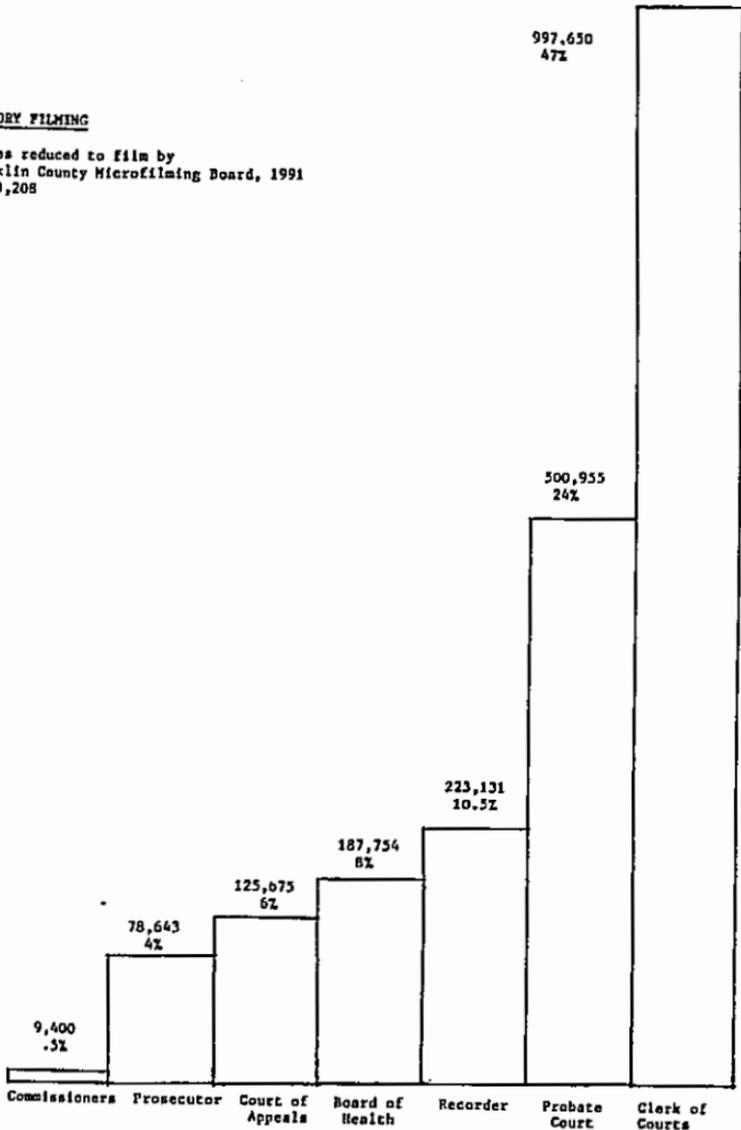
Duplicates Produced: 2,706  
Images Produced: 411,950

COMPUTER OUTPUT MICROFICHE  
COM

Auditor Microfiche	497	Duplicates	958
Board of Elections	127	Duplicates	661
Common Pleas	285	Duplicates	1,710
Prosecutor	20	Duplicates	60
Recorder	6,993	Duplicates	140,439
Treasurer	1,934	Duplicates	29,108
TOTAL DUPLICATES PRODUCED IN 1991		172,936	

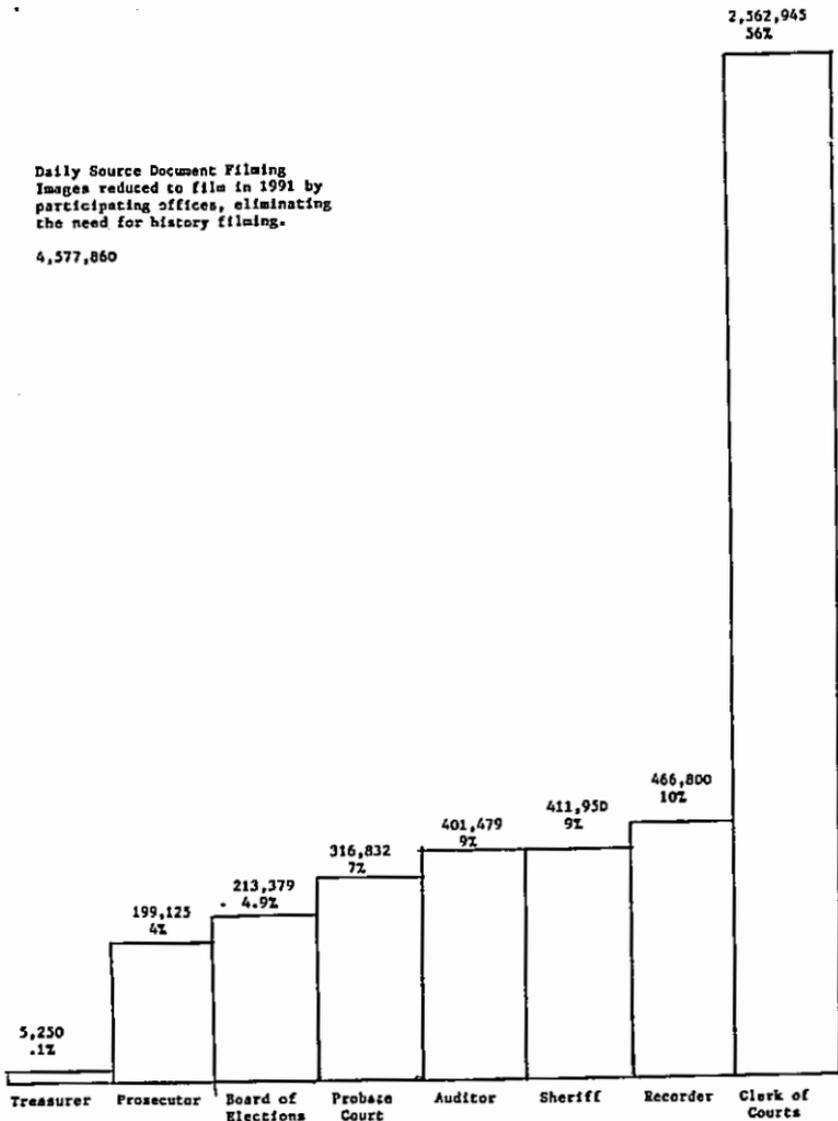
HISTORY FILMING

Images reduced to film by  
Franklin County Microfilming Board, 1991  
2,123,208



Daily Source Document Filming  
Images reduced to film in 1991 by  
participating offices, eliminating  
the need for history filming.

4,577,860



CAMERA DOWNTIME

Recorder's Office		
Camera #1	0	
Camera #2	0	
Clerk of Courts		
Camera #5	112.50	
Camera #6	191.50	
Camera #7	209.50	
Camera #8	159.50	
Camera #9	<u>0</u>	
	673.00	TOTAL
Sheriff		
Camera #11	32.75	TOTAL
Auditor		
Camera #4	2.50	
Camera #15	<u>22.00</u>	
	24.50	TOTAL
Prosecutor		
Camera #3	138.50	TOTAL
Probate		
Camera #16	4.50	TOTAL
<u>TOTAL DOWNTIME FOR 1991</u>	<u>873.25</u>	

### 1991 ACCOMPLISHMENTS

1. A successfully coordinated move of all microfilm equipment and supplies for offices involved, including the Microfilm Center, with virtually no downtime.
2. Continuation of equipment replacement and standardization program, as well as placement for new project needs. The implementation of replacing four (4) Image Systems Step and Repeat Cameras and the purchase of four (4) Extok 7151 Cameras.
3. The continued implementation of a recycling program for documents which had previously been microfilmed. A total of 27 tons of paper was recycled rather than sent to the landfill.
4. A minimum reduction of \$13,000 annually in maintenance costs due to a fulltime in-house technician. This was helpful not only in the money saved from outside service calls, but also shorter response time by having the technician on the premises, thus decreasing downtime. Also, the money saved on maintenance agreements not being extended on newer equipment is again due to the in-house technician.
5. A slight decrease in County downtime on Image Systems Cameras by 4%. The new Extok cameras installed early in 1992 will cause this number to significantly decrease.
6. A complete reduction of paper storage at the Microfilm Center to store only current projects.
7. The implementation of the Tameran Camera/Processor used to film oversized documents projects from the Recorder's office and Facilities Management.

1992 GOALS

1. To continue to decrease downtime on the step and repeat cameras with the implementation of four (4) new step and repeat cameras that were placed in January, 1992.
2. To maintain the high level of quality production of the Microfilm Center despite decreased funding level.
3. To continue recycling all possible projects filmed by the Microfilm Center, thus reducing the amount of paper brought to the landfill.
4. Initiation and completion of several voluminous, long term history filming projects for various county offices.

### 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.
4. When general fund agencies history filming is complete, to begin filming for non general fund agencies on a cost per project basis.
5. Eventual replacement of the few obsolete pieces of equipment when the capital budget is restored.

## MICROFILM STATUS IN FRANKLIN COUNTY GOVERNMENT

The original focus of the Microfilming Center was to address the serious need of reducing paper file storage throughout county government. Primarily the demands were for history or closed case file filming which was occupying large amounts of expensive office space.

After several years of history filming we began to see the increasing need to film source (original) documents being generated by county offices. The total number of documents filmed, including all satellite cameras since the inception of the Microfilming Center is approximately 40,000,000 images. This would be equivalent to one floor of the County Office Tower being filled by boxes stacked two high.

As the amount of paper files created in county offices increases on an annual basis, we estimate four to five million images per year will need to be filmed just to keep things at its current state.

Although the history filming isn't quite as significant as it once was, the need still exists. There are approximately 3.5 million images that still need to be filmed. Even though the numbers do not equal the source filming, it is still quite significant.

The bulk of the filming are older dockets and books which date back to the 1940's and 1950's, and also maintenance on files of various offices. Some county offices like to keep documents on file for two to three years before filming them.

Listed below are image totals of history and source (original) filming.

### HISTORY FILMING

Original Estimate: 10,000,000 images  
Filmed as of December, 1991: 15,513,084 images  
Currently identified as needed filmed: 3,5000,000 images

### SOURCE DOCUMENT FILMING

Total since inception: 24,363,071 images (including satellite cameras)

FISCAL YEAR 1992  
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. 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. Frissera  
 PHONE 3950

ACCOUNTS	COLUMN #1	COLUMN #2	COLUMN #3	COLUMN #4	COLUMN #5	COLUMN #6	COLUMN #7
	FY91 ORIGINAL APPRN	FY91 SUPPLEMENTAL OR APPRN ADDITIONAL	FY92 CONTINUATION ADJUSTMENT	FY92 CONTINUATION REQUEST (1 & 3)	FY92 EXPANDED REQUEST	FY92 TOTAL REQUEST (4+5)	COMMENTS
1000 PERSONAL SERVICE	\$223,800		\$8,197	\$231,997		\$231,997	
1100 FRINGE BENEFITS							
1120 PERS	\$ 31,300		\$1,147	\$ 32,447		\$ 32,447	
1130 MEDICARE	\$ 3,300		\$ 120	\$ 3,420		\$ 3,420	
1150 UNEMPLOYMENT COMP							
1500 MATERIALS & SUPPLIES	\$ 86,100			\$ 86,100		\$ 86,100	
2000 SERVICES & CHARGES	\$128,500			\$128,500		\$127,300	
3000 GRANTS							
4000 CAPITAL EQUIPMENT	\$195,000					\$ 75,900	
4700 CASH TRANSFER							
OTHER							
TOTAL	\$668,000		\$9,464	\$482,464		\$557,364	



MAJOR NON-PAYROLL EXPENSES  
FY 1991 AND FY 1992

FORM B-4

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

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

MATERIALS AND SUPPLIES EXPENDITURES  
(LIST LARGEST EXPENDITURE CATEGORY FIRST)

EXPENDITURE DESCRIPTION	EXPENSE CODE	FY 91 EXPENSES	FY 92 REQUEST
1. Raw Film (16,35,105 mm)	1601	\$33,000	\$33,000
2. Duplicate Film	1601	\$25,000	\$25,000
3. Toner	1601	\$ 3,950	\$ 3,350
4. Technician Parts and Supplies	1601	\$ 5,000	\$ 5,000
5. Dry Silver Paper	1601	\$ 2,600	\$ 1,200
6. ALL OTHER 1500 CATEGORIES		\$16,550	\$16,550
TOTAL 1500 ACCOUNT		\$86,100	\$36,100

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

SERVICES AND CHARGES EXPENDITURES  
(LIST LARGEST EXPENDITURE CATEGORY FIRST)

EXPENDITURE DESCRIPTION	EXPENSE CODE	FY 91 EXPENSE	FY 92 REQUEST
1. Step & Repeat Camera Svc. Contract	2053	\$30,600	\$32,000
2. State of Ohio COM	2910	\$ 30,000	\$ 30,000
3. R/P Service Contract	2053	\$ 22,000	\$ 22,000
4. Step & Repeat Cameras Service Contract	2053	\$ 10,000	\$8,600
5. Duplicator Svc. Contr.	2053	\$ 7,500	\$ 7,500
6. ALL OTHER 2000 CATEGORIES		\$ 28,400	\$ 28,400
TOTAL 2000 ACCOUNT		\$128,500	\$128,500

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

PRIORITY CAPITAL EQUIPMENT LIST  
FISCAL YEAR 1992

FORM B-8

AGENCY Microfilming Board

CONTACT NAME Anthony J. Frisora

DATE 9/23/91

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)	R	\$60,000	\$30,000	Needed to replace cameras which are 20 yrs. old. Repairs are frequent and replacement parts are non-existent.
1	Paper Copier	N	\$ 1,500	\$ 1,500	Needed for use in microfilming dept.
1	Roll Film Viewers (2)	N	\$ 2,400	\$ 1,200	Needed for use in various county offices.
1	Microfiche Viewers (5)	N	\$ 2,500	\$ 500	Needed for use in various county offices.
1	Roll Film Storage Cabinets (5)	N	\$ 9,500	\$ 1,900	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 1992. PRIORITY 2 CAPITAL ITEMS NEED TO BE REPLACED BUT DO NOT NEED TO BE REPLACED IN FY 1992 UNLESS FUNDS ARE AVAILABLE. PRIORITY 3 ITEMS ARE DESIREABLE CAPITAL EQUIPMENT REPLACEMENT BUT ARE NOT NECESSITIES.

## MICROFILM BOARD

APPROPRIATION  
1992

010000

351

1000	PERSONAL SERVICES	218,100
1100	FRINGE BENEFITS	0
1120	PERS	29,600
1130	MEDICARE TAX	3,400
1150	UNEMPLOYMENT COMP.	0
1500	MATERIALS & SUPPLIES	81,000
2000	SERVICES & CHARGES	119,900
3000	GRANTS	0
3500	CONTINGENCY	0
4000	CAPITAL OUTLAY	0
4500	DEBT SERVICE	0
4700	CASH TRANSFER	0
	TOTAL	452,000

CAPITAL PURCHASE ITEMS

1991

ONE (1) 16MM ROTARY CAMERA	\$ 6,900.00
TEN (10) MICROFICHE READER/PRINTERS	\$ 11,375.00
TEN (10) MICROFICHE READER/PRINTERS	\$ 38,824.40
THREE (3) ROLL FILM VIEWERS	\$ 2,702.00
TWELVE (12) USED VIEWERS	\$ 1,176.00
FOUR (4) STEP & REPEAT CAMERAS	\$ 77,586.00
ONE (1) COPIER	<u>\$ 1,545.00</u>
TOTAL AMOUNT FOR CAPITAL	\$140,108.40