



MEMBERS:

THOMAS J. ENRIGHT
BOBBIE M. HALL
ARLENE SHOEMAKER
JOSEPH W. TESTA
RICHARD B. METCALF
ADMINISTRATOR

FRANKLIN COUNTY MICROFILMING BOARD

1992 ANNUAL REPORT

APRIL 5, 1993

Submitted By: Richard B. Metcalf
Administrator
Franklin County
Microfilming Board

Marvin Farley
Director



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TO: FRANKLIN COUNTY MICROFILMING BOARD
FROM: RICHARD B. METCALF, ADMINISTRATOR
DATE: APRIL 5, 1993
SUBJECT: 1992 ANNUAL REPORT

In accordance with Section 307.805 of the Ohio Revised Code, we are submitting herewith the 1992 Annual Report for the Franklin County Microfilming Center. This report contains an overview of the accomplishments and goals of the Microfilming Center as well as a review of filming projects undertaken in 1992. It also includes a recap of production at the Microfilming Center in addition to various individual County agencies and offices. You will find the appropriations and expenditures for fiscal year 1992, and the 1993 budget request and subsequent appropriations.

Included herein are temperature and humidity reports from our master film storage facility located at the County's Alum Creek compound. We believe these numbers demonstrate the need to address the subject of appropriate storage in an environment that better meets American National Standards Institute (ANSI) standards for archival quality. The preferred conditions would be 70 degrees at 40% humidity.

I would like to take this opportunity to commend Director Marvin Farley and the staff for an outstanding year of production. Due to the mid-year change in administration, Mr. Farley undertook management of the Center while also overseeing the training of new and recently promoted employees. This was accomplished during a record setting period of activity in the Recorder's Office, which requires consistent daily production, while continually maintaining quality service throughout other County agencies.

Other notable accomplishments include:

- * Elimination of the second (evening) shift, saving the cost of a supervisor while keeping all cameras in full-time operation;
- * Handling approximately a 60% increase in the daily workload from the Recorder's Office while continuing a high level of quality production. This was managed without equipment update or replacement, although certain capital improvement is imminent;
- * Coordination of our recycling program with the County's, entirely eliminating paper transfer to the landfill;
- * Sale of more than eight tons of mortgage paper realizing \$637.40 for the County general fund, in addition to several tons taken into the County program;
- * Achievement of a 54% decrease in downtime with the replacement of four Image Systems cameras. Nearly one half of the 1992 downtime is credited to one of the two remaining Image System cameras, which is located in the Prosecutor's Office. The other is located in the Auditor's Office. Both should be replaced as soon as possible. The better camera of the two would be utilized in the Microfilming Center as a backup and for additional filming; and
- * A continuing justification of a full-time in-house technician through sizable contract cost reduction, preventative maintenance programs, decrease in mechanical downtime, and better technical relationships with maintenance contract and supply companies.

Looking to the future, the Microfilming Center has set goals it will endeavor to accomplish:

- * To maintain and consistently improve upon the high level of quality production for which it has become known;
- * To continue to decrease mechanical downtime and improve production by replacing remaining obsolete equipment. This plan was progressing well until capital improvements were cut from the 1992 and 1993 budgets;
- * To continue the recycling of all projects filmed by the Microfilming Center; and
- * To install portable-type cameras in various offices allowing instant filming of documents. This would further reduce the size of growing history film projects to be initiated and completed.

On a long term basis, the Center needs to study and make recommendations regarding several important projects:

- * A more acceptable solution for archival master film storage that would better meet environmental standards. Our current facility is also rapidly approaching full capacity;
- * When history filming for County general fund agencies is made current, the commencement of filming of non-general fund agencies on a cost-per-project basis; and
- * The suggestion to consolidate all County microfilming under the direction of the Microfilming Center. This would enable the Center, through training and supervision, to maintain a consistency of quality filming standards throughout County offices.

In 1992, nearly five million daily source documents were filmed. This number is expected to continue to increase annually. Almost two million history documents were filmed last year. Because various offices are required to keep running files for two or three years before filming, this number will decrease somewhat; however, history filming will always be necessary.

As of December 31, 1992, the total number of images filmed since the inception of the Microfilm Board in 1985 are:

History	17,275,371
Daily Source	<u>29,294,040</u>
Total	<u>46,569,411</u>

The Microfilming Center must be prepared and able to handle this anticipated growth.

We would like to thank the Microfilming Board members for their support, interest and cooperation this past year. If there are any questions or concerns we will be pleased to respond. We trust that the Board shares our enthusiasm and pride in the Center's accomplishments for 1992.

Very truly yours,


Richard B. Metcalf
Franklin County Recorder

1993 MICROFILMING BOARD

ANNUAL REPORT

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EQUIPMENT AND PRODUCTION FIGURES

MICROFILM CENTER

Two 105mm Step & Repeat Cameras, Fiche Format
(200 images per fiche)

Breakdown:

Daily Sheets		Duplicates Produced:	36
Fiche Produced:	36	Images Produced:	7,200
Fax Sheets		Duplicates Produced:	36
Fiche Produced:	31	Images Produced:	6,200
Financing Statements		Duplicates Produced:	2,513
Fiche Produced:	324	Images Produced:	64,800
Index to Deeds		Duplicates Produced:	3,030
Fiche Produced:	1,010	Images Produced:	61,844
Official Records		Duplicates Produced:	129,984
Fiche Produced:	3,047	Images Produced:	609,400
Soldiers Discharges		Duplicates Produced:	16
Fiche Produced:	8	Images Produced:	1,600
Treasurer		Duplicates Produced:	23
Fiche Produced:	23	Images Produced:	2,410
Done by Staff			
Work Request Forms		Duplicates Produced:	23
Fiche Produced:	23	Images Produced:	4,600
		TOTAL FICHE PRODUCED:	4,502
		TOTAL DUPLICATES PRODUCED:	135,661
		TOTAL IMAGES PRODUCED:	758,054

EQUIPMENT AND PRODUCTION FIGURES

MICROFILM CENTER Continued

DUPLICATES ONLY PRODUCED

Board of Revision	82
CV-2's	1,953
Daily Sheets	8
DR-1's	24
Financing Statements	3,361
Grantees	430
JU-1's	3,865
JV-1's	31
Lessee & Lessor	29
PR-1 Victim Witness	153
Probate Soft Jackets	31,851
Soldiers Discharges	1,604
TOTAL	43,391
Rolls of Film Duplicated	3,804

* * *

PLANETARY CAMERA, 35mm

Deeds	1,250
JU Ordsr Books	90,696
Miscellaneous Criminal Records	24,064
Mortgages	153,386
Soldiers Discharges	3,140
TOTAL	272,536

* * *

CAMERA/PROCESSOR, 35mm

	Pages	Cards
Daily Condo Plats	326	1,956
Daily Plats	184	1,104
History Plat Pooks	3,507	21,042
Zoning Books	61	244
TOTAL	4,078	24,346

EQUIPMENT AND PRODUCTION FIGURES

MICROFILM CENTER Continued

ROTARY CAMERAS, 16mm	Rolls	Images
Criminal	180	325,792
Domestic	228	398,579
House Arrest	12	24,260
Juvenile	25	55,853
Mortgages	131	491,426
Probate	11	56,886
Work Release	39	71,604
TOTAL	626	1,424,400

EQUIPMENT AND PRODUCTION FIGURES

AUDITOR'S OFFICE

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

Fiche Produced:	569	Duplicates Produced:	2,845
		Images Produced:	109,000

16mm Camera/Processor
Roll/Strip Produced Film
Images Produced: 215,628

BOARD OF ELECTIONS

16mm Rotary Camera
Images Produced: 58,185

CLERK OF COURTS

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

Appeals Fiche Produced:	156	Duplicates Produced:	329
		Images Produced:	31,200
Civil Daily Fiche Produced:	4,966	Duplicates Produced:	24,830
		Images Produced:	993,200
Criminal Daily Fiche Produced:	2,282	Duplicates Produced:	11,493
		Images Produced:	456,400
Criminal History Fiche Produced:	493	Duplicates Produced:	493
		Images Produced:	98,600
Domestic CSEA Fiche Produced:	4	Duplicates Produced:	4
		Images Produced:	800
Domestic Daily Fiche Produced:	2,569	Duplicates Produced:	24,591
		Images Produced:	513,800
Domestic History Fiche Produced:	38	Duplicates Produced:	342
		Images Produced:	7,600
Juvenile Abortions Fiche Produced:	81	Duplicates Produced:	81
		Images Produced:	13,629

EQUIPMENT AND PRODUCTION FIGURES

CLERK OF COURTS Continued

Juvenile Daily Fiche Produced:	2,386	Duplicates Produced: 18,792 Images Produced: 477,200
Juvenile History Fiche Produced:	9	Duplicates Produced: 9 Images Produced: 1,800
		TOTAL FICHE PRODUCED: 12,984
		TOTAL DUPLICATES PRODUCED: 80,964
		TOTAL IMAGES PRODUCED: 2,594,229

PROBATE COURT

16mm Rotary Camera, Roll film
Images Produced: 244,213

PROSECUTOR'S OFFICE

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

Fiche Produced:	1,036	Duplicates Produced: 1,036 Images Produced: 263,160
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SHERIFF'S OFFICE

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

Fiche Produced:	3,715	Duplicates Produced: 3,715 Images Produced: 688,500
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EIGHTH YEAR PROJECT ACTIVITY

MICROFILMING CENTER

The following is a recap of the 1992 undertakings that were filmed, processed and duplicated in the Microfilming Center for the corresponding offices:

CLERK OF COURTS

- | | |
|---------------------------|-----------------------------------|
| 1. Criminal (1986 & 1987) | 3. Juvenile Transcripts |
| 2. Domestic | 4. Juvenile Order Books |
| a. Divorces | 5. Miscellaneous Criminal Records |
| b. Dissolutions | |

COMMON PLEAS

- | | |
|------------------|------------------|
| 1. Mouse Arrests | 2. Work Releases |
|------------------|------------------|

RECORDER

- | | |
|-----------------------------|-------------------------|
| 1. Condo Plat Books | 8. Mortgages |
| 2. Daily Sheets | 9. Official Records |
| 3. Deeds | 10. Plat Books |
| 4. Index to Deeds (Grantor) | 11. Soldiers Discharges |
| 5. Index to Deeds (Grantee) | 12. Work Request Forms |
| 6. Fax Sheets | 13. Zoning Maps |
| 7. Financing Statements | |

EIGHTH YEAR PROJECT ACTIVITY

The following offices have satellite cameras and assume the responsibility for filming their respective documents. The Microfilming Center is responsible for the processing, duplicating and storage of the original master film.

AUDITOR'S OFFICE

- | | |
|-------------------------------|----------------------------------|
| 1. Adders and Remitters | 7. Manufactured Home Tax |
| 2. Blanket Extensions | 8. Personal Property |
| 3. Board of Revisions | 9. Refund Vouchers |
| 4. Certificates of Correction | 10. Transfer & Conveyance Sheets |
| 5. Cigarette Licenses | 11. Vendors Licenses |
| 6. Estate Tax | |

BOARD OF ELECTIONS

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

CLERK OF COURTS

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

PROBATE

- | | |
|--|------------------------------|
| 1. Adoption Papers | 8. Index to Wills |
| 2. Civil Dockets | 9. Estate Tax |
| 3. Civil Dockets, (No Administration) | 10. Journal of Guardians |
| 4. Daily Casework Papers | 11. Marriage Licenses |
| 5. General Index to Deaths | 12. Mental Commitment Papers |
| 6. Guardian Docket Books | 13. Numbers Books |
| 7. Index to Guardianships (Regular/Veterans) | 14. Wills |

EIGHTH YEAR PROJECT ACTIVITY

Continued

PROSECUTOR'S OFFICE

1. History Case Files

SHERIFF

1. Expungements
2. Inmate Release Files

TREASURER

1. Address Change Cards
2. Checks

COMPUTER OUTPUT MICROFICHE
(COMfiche)

COMfiche are generated by the State of Ohio Treasury Department using data tapes sent to them by the Franklin County Data Processing Center. They are the indexes to the daily work of various County agencies. The cost of \$1.05 per fiche is paid by the Franklin County Microfilming Board, expending approximately \$30,000.00 annually. It is not required to duplicate all COMfiche for our purposes.

It is necessary to purchase this service from an outside agency because of the tremendous expense of purchasing and maintaining the equipment required. The annual maintenance cost alone to the state is more than \$80,000.00.

AUDITOR	2,027	Duplicates:	1,696
BOARD OF ELECTIONS	142	Duplicates:	1,231
CLERK OF COURTS	63	Duplicates:	783
COMMON PLEAS	1	Duplicates:	14
RECORDER	7,759	Duplicates:	123,728
TREASURER	1,989	Duplicates:	18,811
TOTAL DUPLICATES PRODUCED IN 1992			146,263
TOTAL COM FICHE DUPLICATED IN 1992			11,981

CAMERA DOWNTIME

	Hours
AUDITOR	
Camera #4	12.25
Camera #15	6.25
TOTAL	18.50
CLERK OF COURTS	
Camera #5	10.00
Camera #6	10.50
Camera #7	30.50
Camera #8	87.50
Camera #9	16.00
TOTAL	154.50
PROBATE	
Camera #16	7.0
PROSECUTOR	
Camera #3	197.25
RECORDER'S OFFICE	
Camera #1	8.0
Camera #2	0.0
TOTAL	8.0
SHERIFF	
Camera #11	16.50
 TOTAL DOWNTIME FOR 1992	 401.75 Hours

Note: Cameras #10, 12, 13 and 14 have been traded in on new equipment.

**ANNUAL TEMPERATURE AND HUMIDITY REPORT
ALUM CREEK MASTER FILM STORAGE FACILITY**

DATE	FAHRENHEIT TEMPERATURE		HUMIDITY	DATE	FAHRENHEIT TEMPERATURE		HUMIDITY
	IN DEGREES				IN DEGREES		
1-3-92	72	444	Front of Room	4-3-92	60	444	Front
	70	481	Back of Room		60	461	Back
1-10-92	71	431	Front	4-8-92	63	468	Front
	70	463	Back		65	501	Back
1-16-92	65	401	Front	4-10-92	70	481	Front
	62	431	Back		70	501	Back
1-23-92	69	451	Front	4-16-92	67	501	Front
	66	481	Back		70	541	Back
1-31-92	69	421	Front	4-21-92	69	621	Front
	70	451	Back		69	681	Back
2-6-92	72	401	Front	4-28-92	70	501	Front
	70	421	Back		70	481	Back
2-14-92	66	421	Front	4-30-92	72	491	Front
	63	451	Back		71	481	Back
2-18-92	65	451	Front	5-5-92	72	491	Front
	64	481	Back		70	471	Back
2-20-92	65	441	Front	5-7-92	66	471	Front
	62	481	Back		66	461	Back
2-27-92	64	451	Front	5-14-92	70	521	Front
	61	481	Back		74	581	Back
3-4-92	69	481	Front	5-19-92	71	561	Front
	68	501	Back		72	581	Back
3-10-92	69	501	Front	5-21-92	80	521	Front
	67	521	Back		81	541	Back
3-16-92	67	421	Front	5-26-92	70	501	Front
	66	451	Back		72	511	Back
3-24-92	60	441	Front	5-2-92	71	501	Front
	60	471	Back		71	531	Back
3-31-92	64	471	Front	6-4-92	76	521	Front
	63	501	Back		76	531	Back

FARENHEIT
TEMPERATURE
IN DEGREES HUMIDITY

6-9-92	78 78	53% Front 56% Back
6-15-92	75 76	56% Front 53% Back
6-18-92	78 77	61% Front 63% Back
6-23-92	72 71	53% Front 55% Back
6-29-92	74 73	56% Front 59% Back
7-7-92	74 69	60% Front 64% Back
7-9-92	70 69	66% Front 70% Back
7-13-92	75 75	73% Front 76% Back
7-16-92	69 70	72% Front 73% Back
7-20-92	65 65	82% Front 84% Back
7-23-92	67 66	75% Front 78% Back
7-27-92	65 65	80% Front 82% Back
7-30-92	65 65	77% Front 80% Back
8-3-92	65 65	76% Front 78% Back
8-6-92	64 64	67% Front 69% Back
8-11-92	62 63	69% Front 71% Back

FARENHEIT
TEMPERATURE
IN DEGREES HUMIDITY

8-13-92	63 64	65% Front 67% Back
8-17-92	62 62	66% Front 67.5% Back
8-20-92	62 63	65% Front 67% Back
8-24-92	62 62.5	66% Front 66% Back
8-27-92	62 64	64.5% Front 66% Back
8-31-92	62 64	64% Front 66% Back
9-3-92	62 64	67% Front 69% Back
9-8-92	64 65	67% Front 68% Back
9-14-92	64 65	63% Front 64.5% Back
9-17-92	65 65	62% Front 64% Back
9-22-92	65 65	61% Front 65% Back
9-24-92	66 67	58% Front 61% Back
9-29-92	65 66	57% Front 60% Back
10-1-92	66 65	57% Front 61% Back
10-5-92	65 65	56% Front 60% Back
10-8-92	65 65	59% Front 62% Back

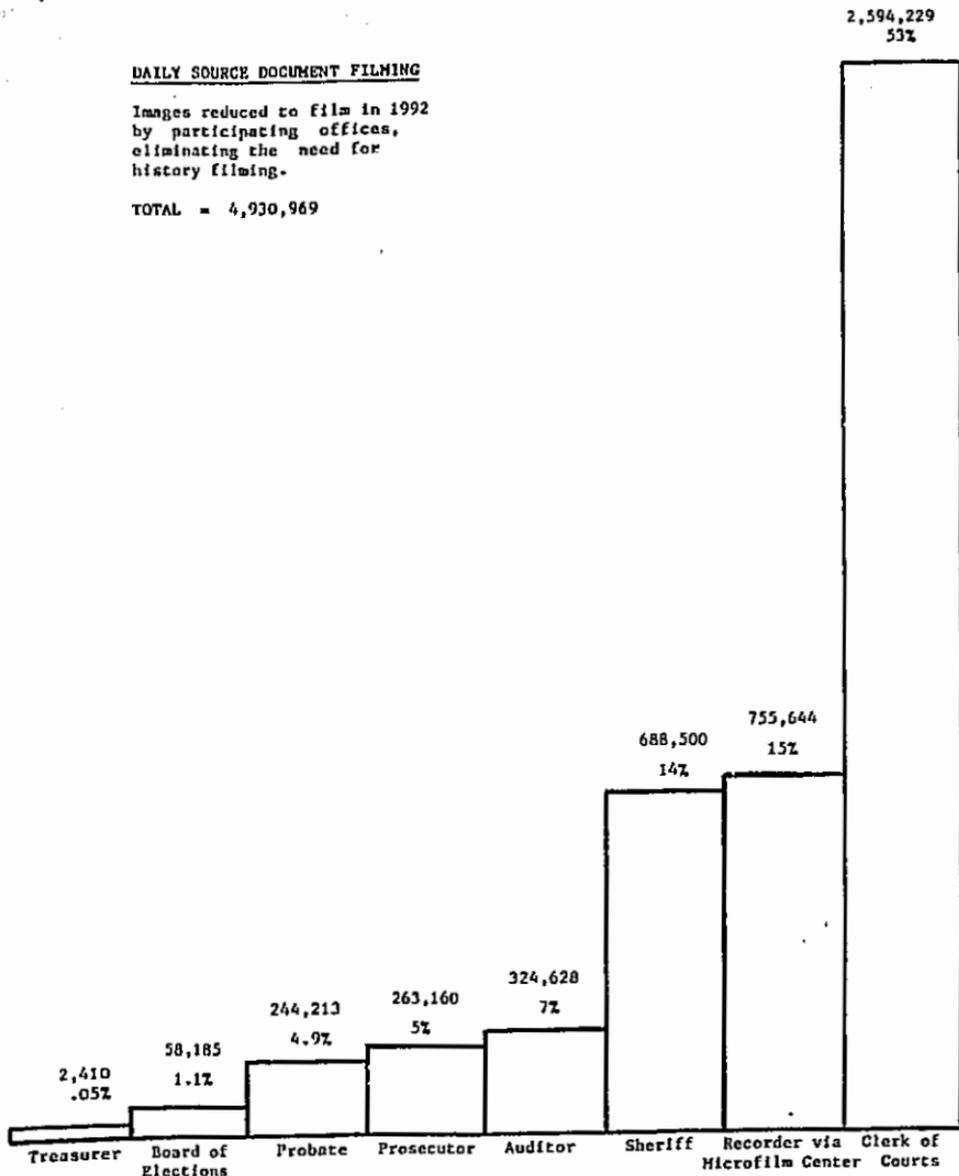
DATE	FARENHEIT TEMPERATURE IN DEGREES	HUMIDITY
10-13-92	65 65	54.5% Front 58% Back
10-15-92	64 64	61% Front 64% Back
10-19-92	81 82	47% Front 48% Back
10-22-92	70 69	52% Front 55% Back
10-26-92	68 67	55% Front 57% Back
10-29-92	70 69	54% Front 57% Back
11-2-92	70 69	57% Front 61% Back
11-5-92	70 69	51% Front 54% Back
11-9-92	69 68	49% Front 51% Back
11-12-92	70 69	55% Front 58.5% Back
11-16-92	70 68	45% Front 47.5% Back
11-19-92	70 69	50% Front 53% Back
11-23-92	71 70	52% Front 55.5% Back
11-30-92	69 68	46% Front 49% Back
12-3-92	69.5 68	45% Front 47.5% Back
12-7-92	70 69	44% Front 46% Back

DATE	FARENHEIT TEMPERATURE IN DEGREES	HUMIDITY
12-10-92	70 69	44% Front 47.5% Back
12-14-92	70 68	44.5% Front 48% Back
12-17-92	70 69	48% Front 51% Back
12-22-92	70 69	45% Front 47% Back
12-28-92	70 69	42% Front 45% Back

DAILY SOURCE DOCUMENT FILMING

Images reduced to film in 1992
by participating offices,
eliminating the need for
history filming.

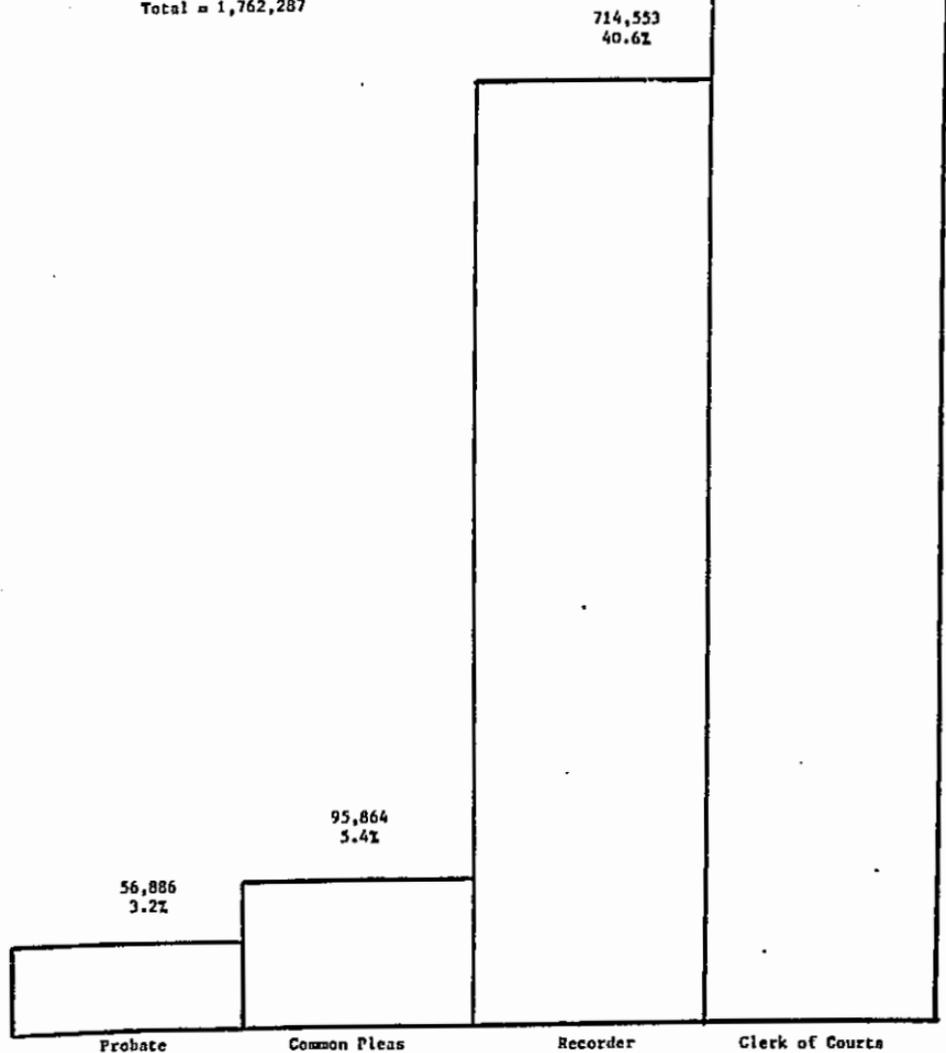
TOTAL = 4,930,969



HISTORY FILMING

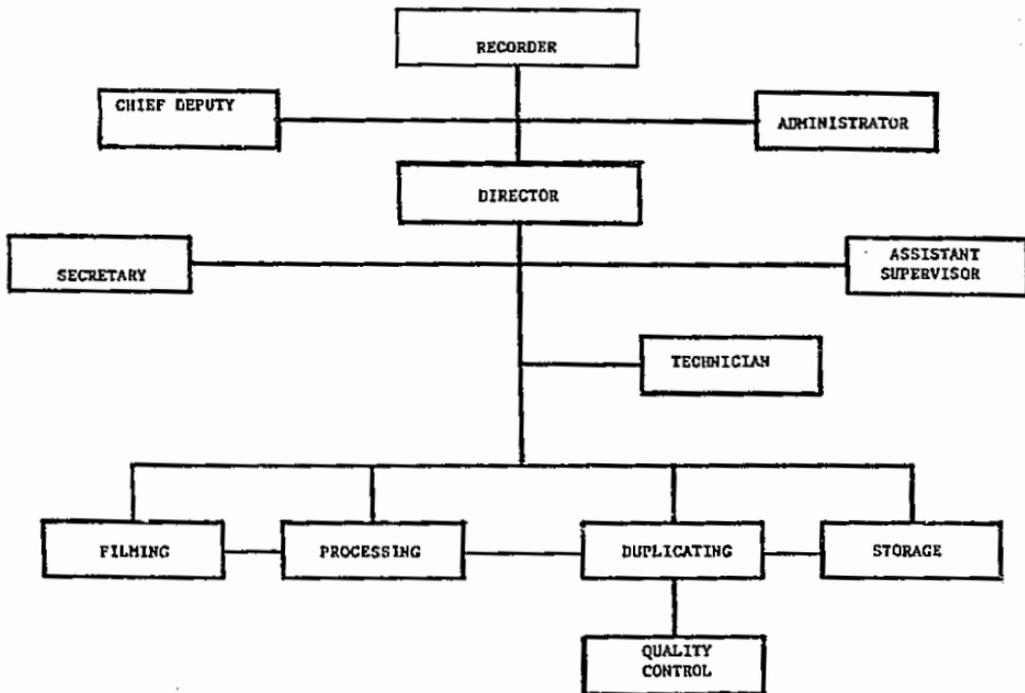
Images reduced to
film in 1992 by the
Microfilm Center

Total = 1,762,287



FRANKLIN COUNTY MICROFILMING CENTER

TABLE OF ORGANIZATION



This office currently has 16 full-time and one part-time employee.

FINAL 1992 APPROPRIATION STATUS REPORT

REPORT NO: ARMS-18-D
 RUN DATE: 01/05/93

FRANKLIN COUNTY, OHIO

PROCESS DATE 12/31/92

FUND 010000 GENERAL FUND
 DEPT 3500 MICROFILMING BOARD

APPROPRIATION STATUS

PAGE NUMBER 22

APPROP. LEVEL	OBJECT ACCT	TOTAL APPROPRIATION	TOTAL EXPENDITURES	TOTAL ENCUMBRANCES	AVAILABLE BALANCE
3510 MICROFILMING BOARD					
	1000 PERSONAL SERVICES	222,764.00	227,005.66		760.34
	1120 PERS CONTRIBUTION-CITY SHR	30,645.00	30,044.85		.15
	1130 MEDICARE TAX-COUNTY SHARE	3,400.00	2,903.93		496.05
	1500 MATERIALS AND SUPPLIES	85,218.00	75,137.94	7,073.14	5,006.92
	2000 SERVICES AND CHARGES	131,938.41	122,314.89	3,102.47	6,441.05
	4000 CAPITAL OUTLAYS & EQUIP	79,311.00	79,301.96		9.04
	**** APPROP. LEVEL TOTAL	552,678.41	531,709.23	10,255.61	20,713.55
	**** FUND/DEPT TOTAL	552,678.41	531,709.23	10,255.61	10,713.55

SUMMARY OF FUND APPROPRIATION
1993 OPERATING BUDGET

FORM-B-1

AGENCY Microfilming Board

CONTACT NAME Harvin Farley

FUND NO. 010000 ORG NO. 3510

DATE PREPARED
OR REVISED 10-13-92

	FY 92 ORIGINAL APPROPRIATION	FY 92 TRANSFER OF APPROPRIATION	FY 93 ANNUALIZED SUPPLEMENTAL APPROPRIATION	FY 93 CONTINUATION REQUEST (1 ± 2 ± 3)	FY 93 EXPANDED REQUEST	FY 93 TOTAL REQUEST (4 ± 5)
ACCOUNTS	COLUMN #1	COLUMN #2	COLUMN #3	COLUMN #4	COLUMN #5	COLUMN #6
1000 PERSONAL SERVICES	218,100.00	2,000.00	(-)1,896.00	218,204.00	155,626.00	373,830.00
1100 FRINGE BENEFITS	-0-					
1120 PERS	29,600.00		(-)257.00	29,343.00	21,311.00	50,654.00
1130 MEDICARE	3,400.00			3,400.00	2,021.00	5,421.00
1150 UNEMPLOYMENT COMP.	-0-					
1500 MATERIALS & SUPPLIES	81,000.00			81,000.00	4,000.00	85,000.00
2000 SERVICES & CHARGES	119,900.00	(-)180.00		119,720.00	9,080.00	128,800.00
3000 GRANTS	-0-					
4000 CAPITAL EQUIPMENT	-0-	(+)180.00	N/A	N/A	108,600.00	108,600.00
4500 DEBT SERVICE	-0-					
4700 CASH TRANSFER	-0-					
OTHER	-0-					
TOTAL	452,000.00	2,000.00	(-)2,153.00	451,667.00	300,638.00	752,305.00

ANNUALIZED SUPPLEMENTAL APPROPRIATION
1993 OPERATING BUDGET
(USE A SEPARATE FORM FOR EACH CATEGORY)

FORM B-2.1

AGENCY Microfilming Board

CONTACT NAME Cindy Michaels

FUND NO. 010000 ORG NO. 3510

DATE PREPARED
OR REVISED 9-3-92

AMOUNT OF REQUEST \$ (1,896) P.S.
 \$ (257) PERS.

I. Please check appropriate expense category; II. List Resolution No. approved:

1000 Personal Services
 1100 Fringe Benefits
 1120 PERS
 1130 Medicare
 1500 Materials & Supplies
 2000 Services & Charges
 3000 Grants
 4000 Capital Equipment

747-92

III. Explanation of Request: Please show calculations used and provide justification.

BASE:

ANNUALIZED SUPPLEMENTAL 3% (2,666) = + 6,301
 [(Base + 11 pay periods) X 26 pay periods]

1993 ELECTED OFFICIAL'S SALARY (-0-) = + -0-
 (Base X 5% ORC Increase)

27TH PAY (DEDUCTED FOR 1993) = - 8,137
 (Source: 1992 Budget Request)

RESTORED ELECTED OFFICIAL'S SALARY (-0-) = + -0-
 (Base X 6%)

SUBTOTAL: (1,896)

IV. PERS CALCULATION (1,896) = (257)
 (Subtotal x 13.55%)

V. PLEASE CHECK SOURCE OF FUNDING:

General Fund Revenues

Grant

Other Revenues (Please explain _____)

ANNUALIZED SUPPLEMENTAL APPROPRIATION
1993 OPERATING BUDGET
(USE A SEPARATE FORM FOR EACH CATEGORY)

FORM B-2.2

AGENCY Microfilming Board CONTACT NAME Marvin Farley
FUND NO. 010000 ORG NO. 3510 DATE PREPARED 10-13-92
OR REVISED _____

AMOUNT OF REQUEST \$ None

I. Please check appropriate expense category:

- 1000 Personal Services
- 1100 Fringe Benefits
- 1120 PERS
- 1130 Medicare
- 1500 Materials & Supplies
- 2000 Services & Charges
- 3000 Grants
- 4000 Capital Equipment

II. List Resolution No. approved: _____

III. Explanation of Request: Please show calculations used and provide justification.

IV. PLEASE CHECK FUNDING SOURCE:

- General Fund Revenues
- Grant
- Other Revenues (Please explain _____)

EXPANDED REQUEST
1993 OPERATING BUDGET
(USE A SEPARATE FORM FOR EACH REQUEST)

FORM B-3

AGENCY MICROFILM BOARD CONTACT NAME HARVIN FARLEY
FUND NO. 010000 ORG NO. 3510 DATE PREPARED OR REVISED OCTOBER 26, 1992
AMOUNT OF REQUEST \$ 178,958

i. Please check appropriate expense category:

- 1000 Personal Services
 1100 Fringe Benefits
 1120 PERS
 1130 Medicare
 1500 Materials & Supplies
 2000 Services & Charges
 3000 Grants
 4000 Capital Equipment

ii. Explanation of Request: Please explain request and provide justification (increased workload, legal mandate, etc.).

Because the Recorder's Office and the Microfilm Board work in unison, over time the personal service accounts have become intermixed. Last year's budget was for ten employees; we actually have 17. Most of this expanded request (\$127,665) is to get the proper people on the Microfilm Board account. You will see a corresponding decrease in the Recorder's personal services.

The additional amount (\$27,961) is for part-time summer help and one full time employee to bring the staff to full strength.

Transfer from Recorder	127,665
Additional Employees	27,961
PERS (1120)	21,311
Medicare (1130)	<u>2,021</u>
Total	178,958

iii. PLEASE CHECK FUNDING SOURCE:

- General Fund Revenues
 Grant
 Other Revenues (Please explain _____)

EXPANDED REQUEST
1993 OPERATING BUDGET
(USE A SEPARATE FORM FOR EACH REQUEST)

FORM B-3

AGENCY Microfilming Board CONTACT NAME Marvin Farley
FUND NO. 010000 ORG NO. 3510 DATE PREPARED OR REVISED 10-13-92

AMOUNT OF REQUEST \$4,000.00

I. Please check appropriate expense category:

- 1000 Personal Services
- 1100 Fringe Benefits
- 1120 PERS
- 1130 Medicare
- 1500 Materials & Supplies
- 2000 Services & Charges
- 3000 Grants
- 4000 Capital Equipment

II. Explanation of Request: Please explain request and provide justification (increased workload, legal mandate, etc).

Pricing and usage increases.

III. PLEASE CHECK FUNDING SOURCE:

General Fund Revenues

Grant

Other Revenues (Please explain _____)

EXPANDED REQUEST
1993 OPERATING BUDGET
(USE A SEPARATE FORM FOR EACH REQUEST)

FORM B-1

AGENCY Microfilming Board CONTACT NAME Marvin Farley
FUND NO. 010000 ORG NO. J510 DATE PREPARED OR REVISED 10-13-92
AMOUNT OF REQUEST \$ 9,080.00

I. Please check appropriate expense category:

- 1000 Personal Services
- 1100 Fringe Benefits
- 1120 PERS
- 1130 Medicare
- 1500 Materials & Supplies
- 2000 Services & Charges
- 3000 Grants
- 4000 Capital Equipment

II. Explanation of Request: Please explain request and provide justification (increased workload, legal mandate, etc.).

1. State of Ohio - Comfiche services - price per fiche increase along with new delivery fee.
2. Reader/Printer service contract - anticipate adding four new machines.
3. Other - price increases.

III. PLEASE CHECK FUNDING SOURCE:

- General Fund Revenues
- Grant
- Other Revenues (Please explain _____)

EXPANDED REQUEST
1993 OPERATING BUDGET
(USE A SEPARATE FORM FOR EACH REQUEST)

FORM B-3

AGENCY Microfilming Board CONTACT NAME Harvin Farley
FUND NO. 010000 ORG NO. 3510 DATE PREPARED OR REVISED 10-13-92
AMOUNT OF REQUEST \$ 108,600.00

I. Please check appropriate expense category:

- 1000 Personal Services
 1100 Fringe Benefits
 1120 PERS
 1130 Medicare
 1500 Materials & Supplies
 2000 Services & Charges
 3000 Grants
 4000 Capital Equipment

II. Explanation of Request: Please explain request and provide justification (increased workload, legal mandate, etc.).

Replacement items: Old equipment that produces poor quality documents. Continually require maintenance, resulting in low production.

New Items:

Trays and cabinets - for growing microfilm files.
Vendacard Charge Systems expedite the procedure for the public to get hard copies of microfilm. These machines also bring in revenue estimated at \$14,000.00 per machine per year.

Other New Items: To help other county offices keep up with daily filming. This reduces the tremendous amount of history filming to be done by the microfilm center and saves storage space requirements for the other offices.

III. PLEASE CHECK FUNDING SOURCE:

General Fund Revenues

Grant

Other Revenues (Please explain _____)

MAJOR NON-PAYROLL EXPENSES
1993 OPERATING BUDGET

FORM B-4

AGENCY MICROFILM BOARD CONTACT NAME MARVIN FARLEY
 FUND NO. 010000 ORG NO. 3510 DATE PREPARED OR REVISED OCTOBER 26, 1992

MATERIALS AND SUPPLIES EXPENDITURES
(LIST LARGEST EXPENDITURE CATEGORY FIRST)

EXPENDITURE DESCRIPTION	FY 91 EXPENSES	FY 92 ESTIMATE	FY 93 REQUEST
1. Raw Film (16, 35, 105mm)	33,000	36,700	36,700
2. Duplicating Film	8,000	9,100	9,100
3. Toner	5,900	6,600	6,600
4. Technician Parts and Supplies	7,200	7,200	7,200
5. Film Processing Chemicals	6,800	8,300	8,300
6.			
7.			
8. OTHER 1500 CATEGORIES	9,631	13,100	13,100
TOTAL 1500 ACCOUNT	70,531	81,000	81,000

SERVICES AND CHARGES EXPENDITURES
(LIST LARGEST EXPENDITURE CATEGORY FIRST)

EXPENDITURE DESCRIPTION	FY 91 EXPENSES	FY 92 ESTIMATE	FY 93 REQUEST
1. Step & Repeat Service Contract	30,600	30,600	30,600
2. State of Ohio Comfiche Services	30,200	32,000	32,000
3. Reader/Printer Service Contract	22,000	25,700	25,700
4. Step & Repeat Service Contract	10,000	10,000	10,000
5. Duplicator Service Contract	7,500	7,300	7,500
6.			
7.			
8. OTHER 2000 CATEGORIES	7,009	13,920	13,920
TOTAL 2000 ACCOUNT	107,309	119,720	119,720

(TOTALS SHOULD CORRESPOND TO ENTRIES ON FORM B-1)

DESCRIPTION OF REVENUES
1993 OPERATING BUDGET
(USE A SEPARATE FORM FOR EACH REVENUE)

FORM B-6

AGENCY Microfilming Board CONTACT NAME Marvin Farley
FUND NO. 010000 ORG NO. 3510 DATE PREPARED
OR REVISED 10-13-92
REVENUE ACCT # _____ FY 1993 ESTIMATE None

I. Please check the appropriate revenue category:

- Federal Grant
- Other Federal Funds
- State Grant
- Other State Funds
- County Tax Levy
- Other County Funds
- Fees and Charges for Services
- Fines and Forfeitures
- Licenses and Permits
- Other (Please explain _____)

II. Please explain how the revenue is obtained and any trends that have been observed.

PROGRAM DESCRIPTION
1993 OPERATING BUDGET

FORM B-7

AGENCY Microfilming Board CONTACT NAME Marvin Farley
FUND NO. 010000 ORG NO. 3510 DATE PREPARED OR REVISED 10-13-92

- I. Please attach a current table of organization for this program.
- II. Please provide a brief description of the activities or services performed with the appropriations allocated for this program.

Film current and history documents for the Recorder's Office and various other county agencies.

Supply various county agencies with microfilming supplies.

Process and store master film for various county agencies.

PRIORITY CAPITAL EQUIPMENT LIST
1993 OPERATING BUDGET

FORM B-8

FISCAL YEAR 93

AGENCY Microfilming Board

CONTACT NAME Marvin Farley

FUND NO. 010000 ORG NO. 3510

DATE PREPARED
OR REVISED 10-13-92

NOTE: Capital equipment is any item with a unit cost of \$100 or more and a useful life of one year or more. Please use the following list for:

PRIORITY RANKING: 1 = Items must be replaced or purchased during the year.
2 = Items need to be replaced but not in year listed above.
3 = Items to be replaced but not a necessity.

PRIORITY RANKING	DESCRIPTION OF ITEM (INDICATE REPLACEMENT (R) OR NEW (N))	QUANTITY	ESTIMATED COST/UNIT	ESTIMATED TOTAL COST	JUSTIFICATION FOR REPLACEMENT, OR NEW ACQUISITION	REQUESTING DEPARTMENT
1	Step & Repeat Microfiche Camera (Replacement)	1	30,000.00	30,000.00	Replacement for old 1978 camera.	Prosecutor
1	Microfilm Reader/Printer 1(N), 1(R)	1	6,000.00	24,000.00	Replace old Dry/Silver R/Ps New one for public use (Rec)	Probate (2) Recorder(2) 1 N 1R
1	Microfilm Reader/Printer (N)	1	4,000.00	4,000.00	Save fiche but must go to other office for copies	Auditor
1	Rollfilm Reader	2	1,500.00	3,000.00	Replace old cartridge machine.	Probate Auditor
1	Vendacard Charge System (N)	2	5,800.00	11,600.00	For public to make own copy Reduces load on copy depts.	Domestic Rel. (1) Recorder (1)
1	Rotary Camera (16mm) (N)	3	7,500.00	22,500.00	Various depts. for use in filming own documents.	Auditor (1) Treasurer (1) Probate (1)
1	Microfilm Storage Cabinets (N)	6	2,000.00	12,000.00	Growing microfilm files.	Auditor (1) Outside Stor. Juvenile (1) Miller Hall Domestic (1) (3)
1	Microfiche Trays (N)	30	30.00	900.00	Growing microfilm files.	Juvenile (15) Domestic Rel. (15)
1	Frame Masking Unit (N)	1	600.00	600.00	To avoid maintenance problems caused by wasted tons.	Recorder (micrographics)
			TOTAL	108,600.00		

FUND ORG

1993
APPROPRIATION

010000 3510 MICROFILMING BOARD

1000	Personal Services	\$357,980
1100	Fringe Benefits	0
1120	PERS	48,510
1130	Medicare Tax	5,200
1150	Unemployment Compensation	0
1500	Materials & Supplies	81,000
2000	Services & Charges	119,720
3000	Grants	0
3500	Contingency	0
4000	Capital Outlays	0
4500	Debt Service	0
4700	Cash Transfer	0
	Total	<hr/> \$612,410