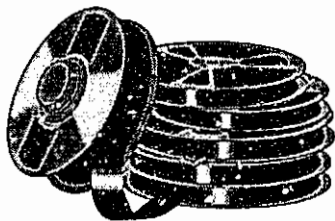


# FRANKLIN COUNTY MICROFILMING CENTER



## 1995 ANNUAL REPORT

Richard B. Metcalf, Administrator

Marvin Farley, Director

# FRANKLIN COUNTY MICROFILMING CENTER

Richard B. Metcalf  
Administrator

Marvin Farley  
Director

## Franklin County Microfilming Board

Jesse D. Oddi, Chairman    Dewey R. Stokes, Vice-Chairman  
Richard B. Metcalf, Secretary  
Bobbie M. Hall, Member    Joseph W. Testa, Member

TO:         • Franklin County Microfilming Board  
              • Franklin County Board of Commissioners

FROM:       Richard B. Metcalf, Administrator

DATE:        April 1, 1996

SUBJECT:     1995 Annual Report

In accordance with Section 307.805 of the Ohio Revised Code, we are submitting herewith the 1995 Annual Report for the Franklin County Microfilming Center. The report contains a summary of the accomplishments and goals of the Center, the 1995 Production Report, and the statistics of the satellite operations of various County agencies. Included are the appropriations and expenditures for fiscal year 1995, and the 1996 budget request and the subsequent appropriations.

Microfilming Center Director Marvin Farley and the staff have had another notable year of effort. I would like to take this opportunity to commend them and highlight some of their accomplishments:

- Additional funds were approved by the Commissioners for five part-time positions, three cameras, and two roll film viewers to address a backlog of history documents for the Clerk of Courts, resulting in a 66 percent increase in history production in less than one year.
- The following capital equipment items were purchased:
  - Three rotary cameras (Microfilming Center)
  - Two roll film viewers (Microfilming Center)
  - One 16mm planetary camera (Adult Probation)
  - One low volume microfiche duplicator (Probate)
  - Four desks, six chairs, and employee lockers (Microfilming Center)
- Implementation of the Microfilming Center Tracking System in January, 1995, after a year of preparation.
- The addition of computer hardware and software, enabling the Center to enhance reports.
- Space was acquired from Public Facilities Management in the basement of the Courthouse Annex at 410 South High Street for future permanent off-site storage. In return, we will be able to vacate our area in Miller Hall. This location in the Annex is the former site of the Data Center's computer equipment and is already equipped for temperature and humidity control, alarms, etc. This move will also enable us to leave our temporary site at the Ohio Historical Society vault, which we are quickly outgrowing.
- Initiated the creation of a record showing corrected entries in their original form for the Recorder's Office Index and added outdated index fiche to the Records Retention Schedule. This makes possible the removal of several sets of outdated index fiche that are being stored off-site.

- Continued to reap the benefits of our in-house technician. Approximately \$80,000.00 is now saved annually on service agreements for major equipment alone. About 150 other pieces of equipment are serviced in-house as well. Another advantage is a significant decrease in downtime due to preventative maintenance and faster response to service calls.
- Continued the transfer of all appropriate medium to the County's recycling program.

Looking to the future, the Microfilming Center has set the following goals:

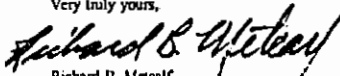
- Finalize plans and begin construction on structural changes related to the long awaited expansion project on the 19th floor and move into the much needed additional space.
- Move master film records stored at Miller Hall and the Ohio Historical Society to the new permanent location at 410 South High Street.
- Expand the use of the Microfilming Center Tracking System to include inventory of equipment parts and microfilming supplies and evaluate other possibilities of record keeping.
- Finalize purchases of new and replacement equipment appropriated in the 1996 Operating Budget.
- Initiate filming for non-general fund agencies on a cost-per-project basis when history filming is sufficiently current.
- Strive to consistently improve upon high quality production.
- Expand recycling where appropriate.

In 1995, over nine million daily source and history documents were filmed by the Microfilming Center and various other County agencies. As of December 31, 1995, the total number of images filmed since the inception of the Microfilming Board in 1985 are:

History	26,500,669
<u>Daily Source</u>	<u>44,361,251</u>
Total	70,861,920

As we finalize another year, sincere thanks are extended to the members of the Microfilming Board for their continued support and perception of the Center operation. Under direction of the Board, with cooperation of the Commissioners, the staff and I are delighted to report a most productive year. We are most appreciative to all who have shared in this achievement.

Very truly yours,



Richard D. Metcalf  
Administrator

# MICROFILMING CENTER

## 1995 ANNUAL REPORT

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FRANKLIN COUNTY MICROFILMING BOARD  
1995

OFFICERS and MEMBERS

Chairman	BOBBIE M. HALL, County Treasurer
Vice Chairman	JOSEPH W. TESTA, County Auditor
Secretary	RICHARD B. METCALF, County Recorder
Member	JESSE D. ODDI, Common Pleas Clerk of Courts
Member	DEWEY R. STOKES, County Commissioner

REPRESENTATIVES

For Bobbie M. Hall	Christine Finley
For Joseph W. Testa	Anthony J. Frissora
For Richard B. Metcalf	Pat Dawson
For Jesse D. Oddi	Sharon Pennington
For Dewey R. Stokes	Barbara Reeves

**MICROFILMING CENTER STAFF**  
1995

**Richard B. Metcalf**  
Administrator

**Marvin Farley**  
Director

**Robert Beacom**  
Supervisor

**Anita Milano**  
Administrative Assistant

Microfilming Center Technician

Lee Ryan

Document Preparation

Carl Reardon

Daily/History Microfiche Production

Nada Kuzevska  
Carric Workman

History Microfilm Production

Dianne Borrer Gene Gould  
Kevin Lyman Ranac Rucker

Film Processing

Ted Blain

Quality Control/Duplicating

Mildred Carreker  
Rochelle Johnson  
Joe Tiberi

Quality Control/Indexing/Editing

Ann Beeler  
Jan Jones

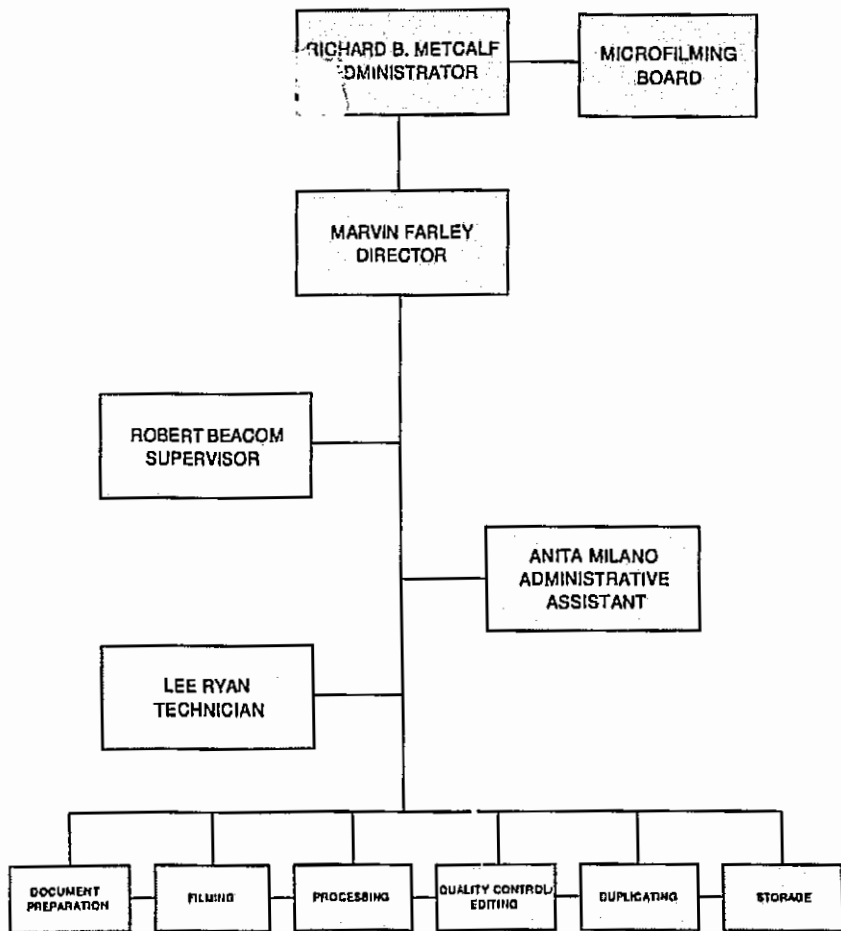
Oversized Document Filming

William Shutt

Part-time History Project

Shellie Blazy  
Doris Bryant  
Kim Fast  
Dan Kambel  
Sharin Rose

# FRANKLIN COUNTY MICROFILMING CENTER TABLE OF ORGANIZATION



**MICROFILMING CENTER PRODUCTION REPORT**  
 From 01/01/95 to 12/31/95

105mm Step and Repeat Camera		Fiche	Dupes	Images
<b>Daily</b>				
Recorder	Daily Sheets	31	32	3,973
	Financing Statements	301	2,408	60,200
	Official Records	2,638	111,310	527,600
	Soldier's Discharges	8	23	1,600
	Work Verification Forms	<u>26</u>	<u>0</u>	<u>5,200</u>
<b>Recorder Totals</b>		<b>3,004</b>	<b>113,773</b>	<b>598,573</b>
Treasurer	Address Change Cards	<u>82</u>	<u>82</u>	<u>15,800</u>
	<b>Treasurer Totals</b>	<b>82</b>	<b>82</b>	<b>15,800</b>
<b>Total Daily</b>		<b>3,086</b>	<b>113,855</b>	<b>614,373</b>
<b>History</b>				
Clerk of Courts	1991 Appeals Case Files	1	2	200
	1990 Appeals Case Files	1	2	200
	1978-1993 Criminal and Grand Jury Draws	3	4	600
	1971-1988 Criminal Case Files and Transcripts	3	4	600
	1988-1993 Appearance Docket Books	14	28	1,400
	1986-1988 Parentage Cases	2	2	400
	1950-1967 Juvenile Docket Books	584	1,168	58,400
	1981-1983 Civil Appearance Dockets	276	552	27,600
	1929-1983 Civil Cases, Transcripts, Depositions	1	2	200
	1978-1988 Index to Executions	72	144	7,200
	1960-1988 Juvenile Docket Books	1,309	2,940	130,900
	1929-1988 Juvenile General Index Books	206	412	20,600
	1989 Domestic Cases	2	4	400
	1989 Divorce Cases	2	2	400
	Criminal Court Docket Books	19	38	1,900
	CPC Mandate Journal	6	18	600
	CPC Judgement Index Books	68	204	6,800
	Civil Order Books	109	327	10,900
	Criminal Witness	9	27	900
	Court of Appeals Order Book #12	8	24	800



**MICROFILMING CENTER PRODUCTION REPORT**  
From 01/01/95 to 12/31/95

105mm Step and Repeat Camera		Fiche	Dupes	Images
<b>History Continued</b>				
Clerk of Courts	Civil Complete Record Book	26	78	2,600
	Civil Execution Docket	5	15	500
	Municipal Habitual Traffic Offenders Docket	25	75	2,500
	Criminal Cost Book	4	12	400
	Inquest of County Coroner	4	12	400
	CPC Complete Court Docket	<u>10</u>	<u>30</u>	<u>1,000</u>
<b>Clerk of Courts Total</b>		<b>2,769</b>	<b>6,126</b>	<b>278,400</b>
Probate	Confidential Adoptions	<u>93</u>	<u>93</u>	<u>9,300</u>
	<b>Probate Total</b>	<b>93</b>	<b>93</b>	<b>9,300</b>
Recorder	Mortgage Index/Deed Index Books	23	69	1,253
	Index to Partnerships	5	25	500
	Partnerships (Volume #1)	<u>10</u>	<u>50</u>	<u>1,000</u>
	<b>Recorder Total</b>	<b>38</b>	<b>144</b>	<b>2,753</b>
<b>Total History</b>		<b>2,900</b>	<b>6,363</b>	<b>290,453</b>

**MICROFILMING CENTER PRODUCTION REPORT**  
From 01/01/95 to 12/31/95

16mm Rotary Camera		Rolls	Dupes	Images
<b>History</b>				
Auditor	1992 Vouchers	<u>84</u>	<u>84</u>	<u>129,019</u>
	<b>Auditor Total</b>	<b>84</b>	<b>84</b>	<b>129,019</b>
Clerk of Courts	1989 Appeals Case Files	120	120	210,330
	1990 Appeals Case Files	122	122	231,289
	1991 Appeals Case Files	65	65	206,678
	1929-1983 Civil Cases, Transcripts, Depositions	113	113	206,219
	1984 Civil Cases, Transcripts, Depositions	45	45	281,215
	1985 Civil Cases, Transcripts, Depositions	29	29	178,533
	1986 Civil Cases, Transcripts, Depositions	45	45	265,821
	1987 Civil Cases, Transcripts, Depositions	27	27	162,594
	1988 Civil Cases, Transcripts, Depositions	29	29	184,080
	1989 Civil Cases, Transcripts, Depositions	271	271	526,165
	1990 Civil Cases, Transcripts, Depositions	2	2	12,167
	1989 Criminal Appeals Transcripts	24	24	40,633
	1989 Criminal Cases and Transcripts	96	96	288,913
	1990 Criminal Cases and Transcripts	9	9	28,848
	1971-1988 Misc. Criminal Cases and Transcripts	36	36	112,137
	1978-1993 Misc. Criminal and Grand Jury Draws	47	47	83,406
	1938-1995 Misc. Domestic Transcripts, Depositions	15	15	47,662
	1986-1988 Domestic Parentage Cases	83	83	153,860
	1989 Dissolution of Marriages	59	59	105,621
	1989 Divorce Cases	96	96	310,617
	1988 Juvenile Cases	<u>82</u>	<u>82</u>	<u>147,050</u>
	<b>Clerk of Courts Total</b>	<b>1,415</b>	<b>1,415</b>	<b>3,783,838</b>
Recorder	Mortgage Books	<u>214</u>	<u>2,194</u>	<u>237,815</u>
	<b>Recorder Total</b>	<b>214</b>	<b>2,194</b>	<b>237,815</b>
<b>Total History</b>		<b>1,713</b>	<b>3,693</b>	<b>4,150,672</b>

**MICROFILMING CENTER PRODUCTION REPORT**  
 From 01/01/95 to 12/31/95

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**35mm Planetary Camera** **Rolls**      **Dupes**      **Images**

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**History**

	Clerk of Courts	1929-1988 Juvenile General Index Books	<u>12</u>	<u>0</u>	<u>10,756</u>
		Clerk of Courts Total	12	0	10,756

<b>Total History</b>			12	0	10,756
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**Aperture Card Camera** **Masters**      **Dupes**      **Images**

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**Daily**

	Recorder	Plats	214	1,214	214
		Condominium Plats	<u>513</u>	<u>2,044</u>	<u>513</u>
		Recorder Total	727	3,258	727

<b>Total Daily</b>			727	3,258	727
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**History**

	Facilities Management	Structure Blueprints	<u>1,145</u>	<u>2,329</u>	<u>1,145</u>
		Facilities Management Total	1,145	2,329	1,145
	Recorder	Condominium Plats	<u>2,811</u>	<u>11,250</u>	<u>2,811</u>
		Recorder Total	2,811	11,250	2,811

<b>Total History</b>			3,956	13,579	3,956
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**MICROFILMING CENTER PRODUCTION REPORT**  
From 01/01/95 to 12/31/95

105mm Microfiche Duplicator	Fiche	Duplicates
<b>Computer Output Microfiche</b>		
Auditor    CAPS	4,942	726
ARMS	5	0
Board of    Audit Registration	1,584	462
Elections		
Clerk of    Civil, Criminal, and Domestic Index	1,863	20,337
Courts     Miscellaneous	33	6,383
Recorder    Miscellaneous Indexes	4,616	131,675
Treasurer   Tax Payments	<u>2,286</u>	<u>11,902</u>
<b>Total Computer Output Microfiche</b>	<b>15,329</b>	<b>171,485</b>
<b>Duplicates Only</b>		
Auditor    Miscellaneous		65
Clerk of    Expungements		586
Courts     Juvenile Expungements		183
Miscellaneous Child Support		2,000
Misc.      Miscellaneous		1,058
Probate    Soft Jackets		2,473
Recorder    Plat Book Jackets		1,789
Sheriff     Expungements		<u>108</u>
<b>Total Duplicates Only</b>		<b>8,262</b>

**SATELLITE CAMERA PRODUCTION REPORT**  
 From 01/01/95 to 12/31/95

105mm Step and Repeat Camera		Fiche	Dupes	Images
<b>Daily</b>				
Auditor	Manufactured Home	47	47	9,400
	Transfers and Conveyance	266	2,914	53,200
	Various	42	47	4,025
	Vendor's License	<u>65</u>	<u>66</u>	<u>13,000</u>
	<b>Auditor Total</b>	<b>420</b>	<b>3,074</b>	<b>79,625</b>
Clerk of Courts	Appeals (AP-1)	1,197	3,507	239,400
	Civil (CV-1)	3,627	18,032	725,400
	Civil Notaries (CV-2)	51	51	10,200
	Civil Notices (CV-3)	291	295	58,200
	CSEA Billing Report (CV-5)	11	11	2,200
	Jury Vouchers (CV-6)	6	6	1,200
	Interest Rate History (CV-7)	3	3	600
	Criminal (CR-1)	1,920	15,209	384,000
	Criminal Notices (CR-2)	429	433	85,800
	Criminal/Juvenile Expungements (CR-3)	643	1,262	115,136
	Domestic (DR-1)	3,354	36,708	668,000
	Juvenile (JU-1)	<u>2,580</u>	<u>23,218</u>	<u>516,200</u>
<b>Clerk of Courts Total</b>	<b>14,112</b>	<b>98,835</b>	<b>2,806,336</b>	
Prosecutor	Case Files (PR-1)	1,525	1,525	305,000
Sheriff	Detective Bureau	738	1,476	147,600
<b>Total Daily</b>		<b>16,795</b>	<b>104,910</b>	<b>3,338,561</b>
<b>History</b>				
Clerk of Courts	Appeals (AP-2)	62	168	12,400
	Miscellaneous Domestic (DR-2)	65	195	13,000
	<b>Clerk of Courts Total</b>	<b>127</b>	<b>363</b>	<b>25,400</b>
<b>Total History</b>		<b>127</b>	<b>363</b>	<b>25,400</b>

SATELLITE CAMERA PRODUCTION REPORT  
From 01/01/95 to 12/31/95

16mm Rotary Camera	Rolls	Dupes	Images
Daily			
Auditor      Personal Property Tax	104	0	264,510
Probate      Various Records	<u>258</u>	<u>0</u>	<u>426,207</u>
Daily Total	362	0	690,717

## EQUIPMENT DOWN TIME REPORT

From 01/01/95 to 12/31/95

#	Equipment Description	Location	Down Hours
1	Hybrid Step and Repeat Camera	Auditor	6.00
2	Documate I Step and Repeat Camera	Microfilming Center	4.75
3	Datagraphix Step and Repeat Camera	Microfilming Center	.75
4	Image Systems Step and Repeat Camera	Microfilming Center	8.00
5	Extck Step and Repeat Camera	Domestic Relations	3.00
6	Extck Step and Repeat Camera	Juvenile	8.75
7	Extck Step and Repeat Camera	Criminal/Civil	2.00
8	Extck Step and Repeat Camera	Criminal/Civil	150.50
9	Datagraphix Step and Repeat Camera	Criminal/Civil	13.00
10	Hybrid Step and Repeat Camera	Prosecutor	.50
11	Datagraphix Step and Repeat Camera	Sheriff	22.25
12	Minolta 16mm Camera/Processor	Auditor	8.00
13	Xidex 16mm Rotary Camera	Auditor	0.00
14	Xidex 16mm Rotary Camera	Auditor	0.00
15	Xidex 16mm Rotary Camera	Microfilming Center	18.75
16	Kodak 16mm Rotary Camera	Microfilming Center	17.25
17	Kodak 16mm Rotary Camera	Microfilming Center	12.50
18	Kodak 16mm Rotary Camera	Microfilming Center	45.75
19	Kodak 35mm Planetary Camera	Microfilming Center	0.00
20	Tameran Aperture Card Camera	Microfilming Center	0.00
21	Kodak 16mm Rotary Camera	Probate	10.00
22	Xidex 16mm Rotary Camera	Probate	6.50
23	Xidex 16mm Rotary Camera	Probate	0.00
24	Xidex 16mm Rotary Camera	Treasurer	0.00
25	Allen Products Film Processor	Microfilming Center	7.50
26	Ozalid Roll Film Duplicator	Microfilming Center	<u>37.00</u>

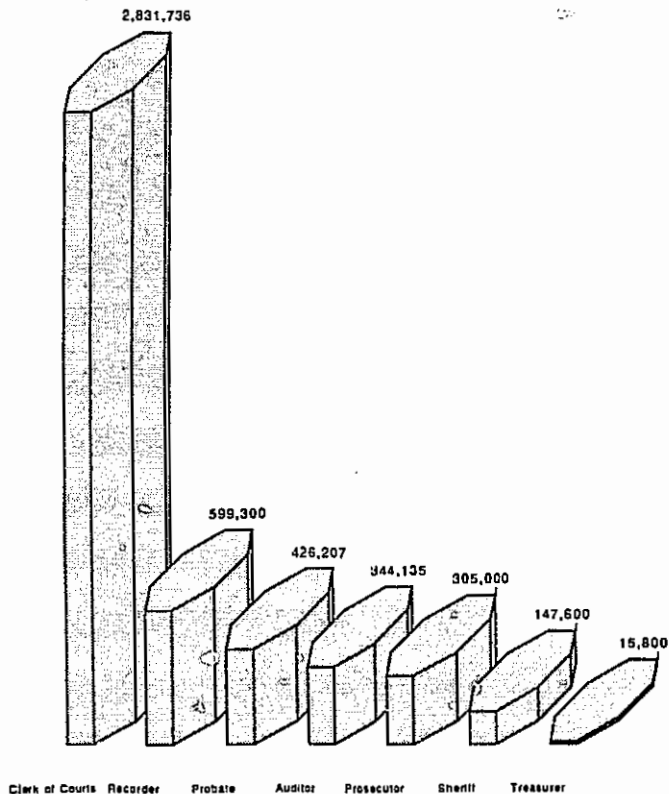
TOTAL EQUIPMENT DOWN TIME

376.75

\* All equipment is not currently monitored for down time.

# DAILY SOURCE DOCUMENTS FILMED PER OFFICE

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

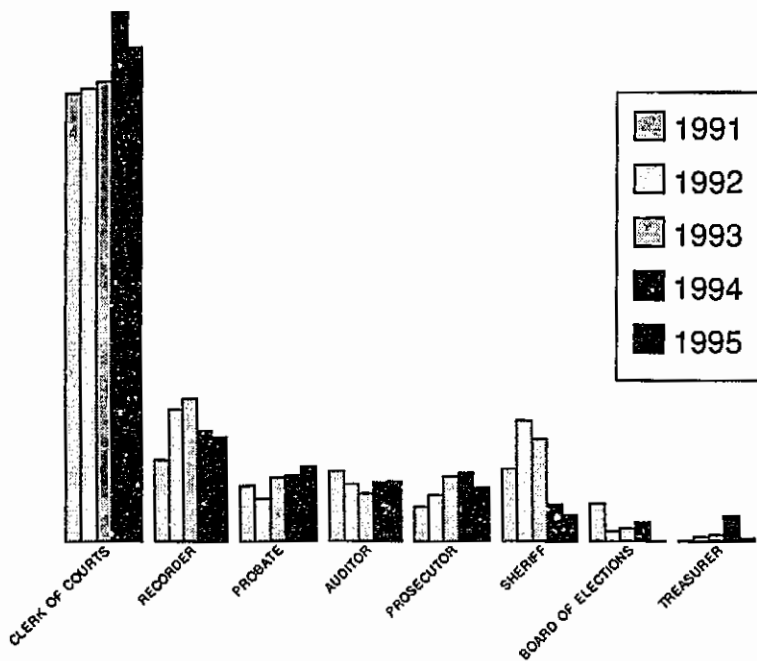


1995 TOTAL = 4,669,778

Daily Recorder Documents are filmed by the Microfilming Center



# DAILY SOURCE DOCUMENTS FILMED - FIVE YEAR TREND

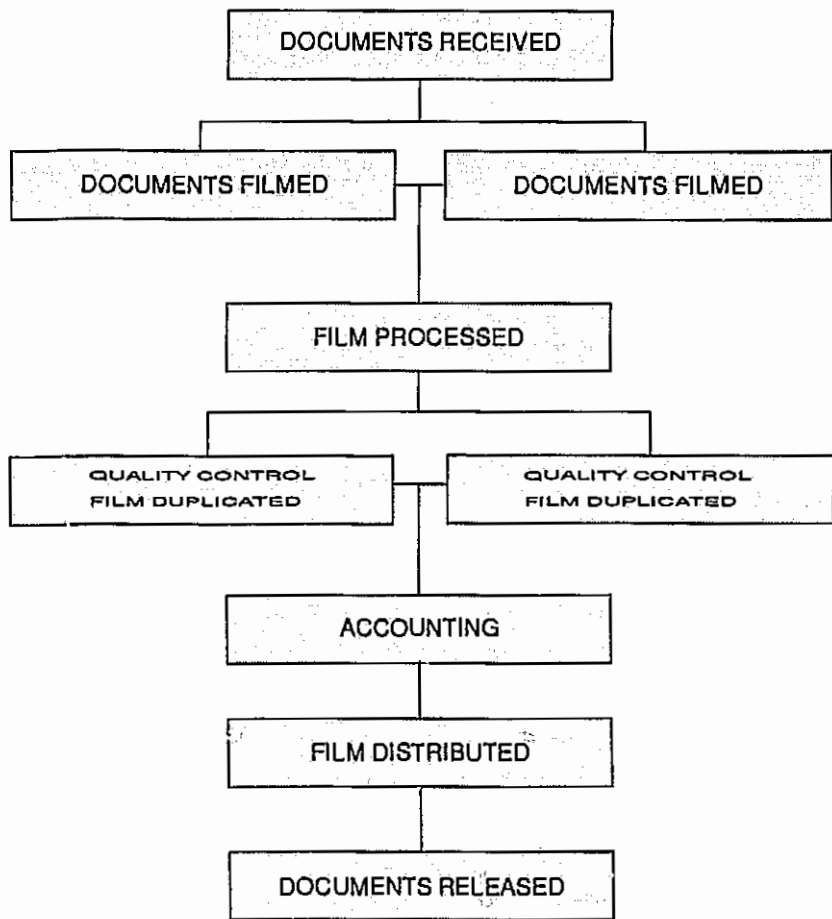


1991	2,562,945	466,800	318,832	401,479	199,125	411,950	213,379	5,250
1992	2,594,229	755,644	244,213	324,628	263,160	688,500	58,185	24,100
1993	2,632,800	817,457	364,645	272,093	373,200	587,400	74,939	37,000
1994	3,032,000	638,008	377,734	334,897	394,600	208,800	108,953	142,909
1995	2,831,736	599,300	426,207	344,135	305,000	147,600	0	15,800

IMAGES FILMED

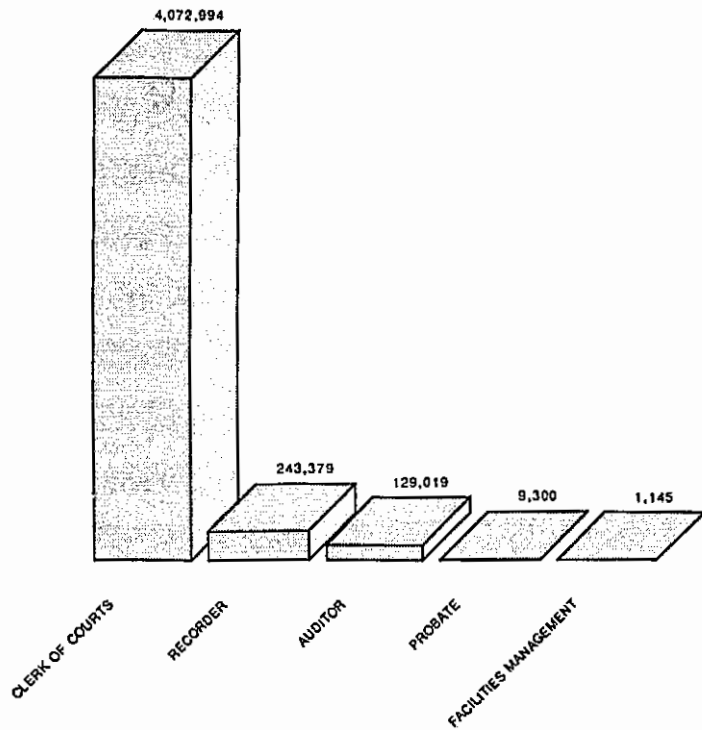
# FRANKLIN COUNTY MICROFILMING CENTER DAILY WORK FLOW CHART

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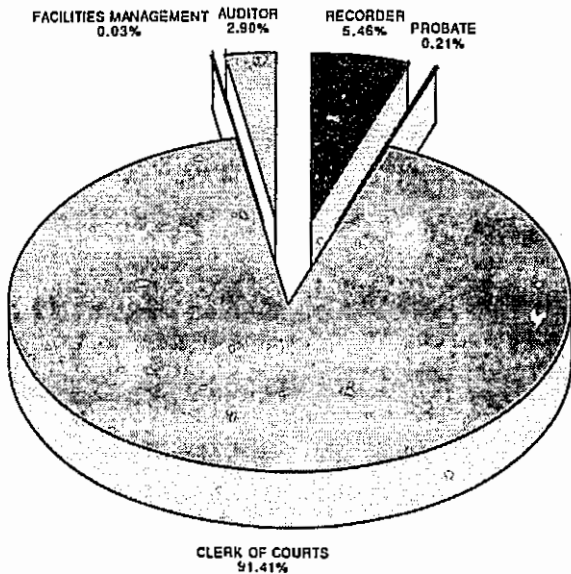
HISTORY DOCUMENTS FILMED BY THE MICROFILMING CENTER  
TOTALS

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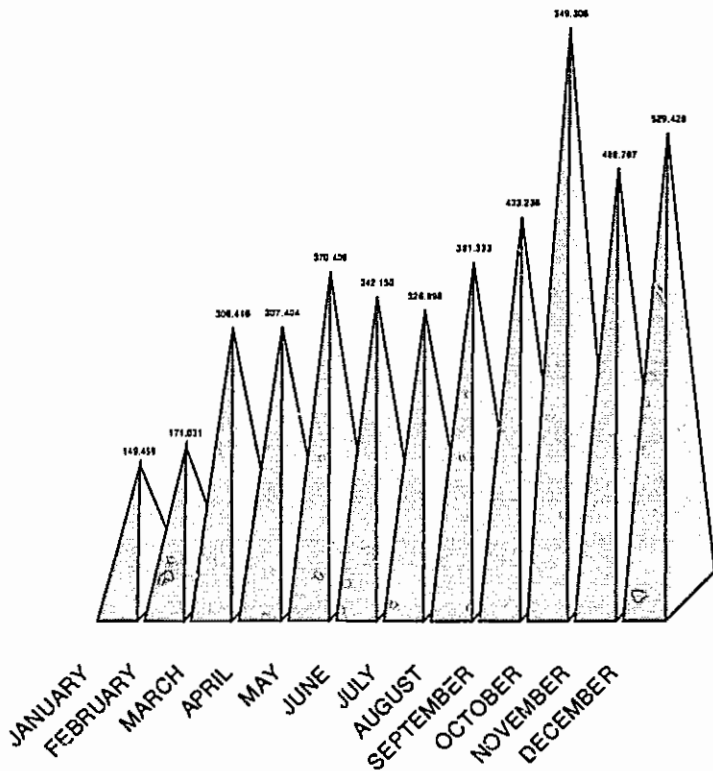
1995 TOTAL = 4,455,837

HISTORY DOCUMENTS FILMED BY THE MICROFILMING CENTER  
PERCENTS

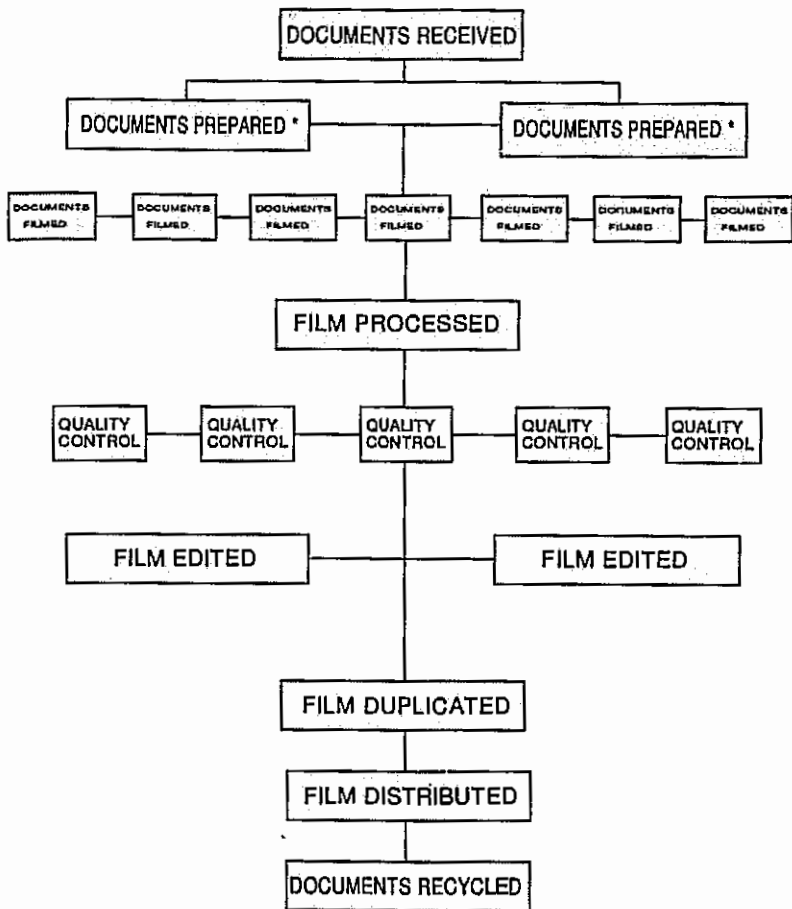


# HISTORY FILMING MONTHLY TOTALS

1995



# FRANKLIN COUNTY MICROFILMING CENTER HISTORY WORK FLOW CHART



APRIL 1, 1990

## FINAL 1995 APPROPRIATION STATUS REPORT

APPROP. LEVEL	OBJECT ACCT.	TOTAL APPROPRIATION	TOTAL EXPENDITURES	TOTAL ENCUMBRANCES	AVAILABLE BALANCE
3510	MICROFILMING CENTER				
	1000 PERSONAL SERVICES	417,183.00	408,367.01		8,815.99
	1120 PERS CONTRIBUTION	56,530.00	55,291.99		1,238.01
	1130 MEDICARE TAX	5,870.00	4,552.51		1,317.49
	1500 MATERIALS AND SUPPLIES	93,149.87	70,908.79	229.39	22,011.69
	2000 SERVICES AND CHARGES	104,090.00	70,720.07	3,535.00	29,834.93
	4000 CAPITAL OUTLAYS	71,701.00	68,855.78		2,845.22
	TOTAL	748,516.87	678,696.15	3,764.39	66,056.33

SUMMARY OF FUND APPROPRIATION  
1996 OPERATING BUDGET

FORM B-2

AGENCY Mountain View

DATE PREPARED OR REVISED

September 18, 1995

ORG DESCRIPTION

N/A

FUND NO.

010000

ORG NO.

3510

	FY 95 ORIGINAL APPROPRIATION	FY 95 TRANSFER OF APPROPRIATION	FY 95 SUPPLEMENTAL OR ANNUALIZED APPROPRIATION	FY 96 APPROPRIATION DECREASE	FY 96 CONTINUATION REQUEST (1 + 2 + 3 - 4)	FY 96 EXPANDED REQUEST	FY 96 TOTAL REQUEST (5 + 6)
ACCOUNTS	COLUMN #1	COLUMN #2	COLUMN #3	COLUMN #4	COLUMN #5	COLUMN #6	COLUMN #7
1000 PERSONAL SERVICES	1387,183		46,020		433,203		433,203
1100 FRINGE BENEFITS							0
1120 PERS	52,485		5,236		5,701		58,701
1130 MEDICARE	5,435		667		6,102		6,102
1150 UNEMPLOYMENT COMP.							0
1500 MATERIALS & SUPPLIES	83,000		7,500		95,500		95,500
2000 SERVICES & CHARGES	104,080				104,080		104,080
3000 GRANTS							0
4000 CAPITAL EQUIPMENT	31,500		N/A	N/A	N/A	57,700	57,700
4500 DEBT SERVICE							0
4700 CASH TRANSFER							0
OTHER							0
TOTAL	\$668,663	0	60,423	0	697,586	57,700	755,286



COMPUTER EQUIPMENT AND SOFTWARE REQUEST  
1986 OPERATING BUDGET  
FISCAL YEAR 1986

FORM B-6

(LIST IN PRIORITY ORDER, HIGHEST TO LOWEST)

<u>PAGE NUMBER</u>	<u>1 of 1</u>		
<u>AGENCY</u>	<u>Microfilming Center</u>	<u>CONTACT NAME</u>	<u>Marvin Farley</u>
<u>ORG DESCRIPTION</u>	<u>N/A</u>	<u>CONTACT MAILDROP</u>	<u>373 S. High St. 18th Floor</u>
<u>FUND NO.</u>	<u>010000</u>	<u>CONTACT PHONE</u>	<u>3179</u>
<u>ORG NO.</u>	<u>3510</u>	<u>DATE PREPARED OR REVISED</u>	<u>August 25, 1985</u>

<u>ITEM DESCRIPTION:</u>	<u>Desktop Printer</u>	<u>NR:</u>	<u>N</u>	<u>DEPT/DIVISION:</u>	<u>Microfilming Center</u>
<u>EST COST/UNIT:</u>	<u>\$300.00</u>	<u>QTY:</u>	<u>1</u>	<u>EST TOT COST:</u>	<u>\$300.00</u>
<u>EQUIPMENT FLOOR and ADDRESS:</u>	<u>19</u>	<u>H/S:</u>	<u>H</u>	<u>DATA OUTLET:</u>	<u>N/A</u>

**JUSTIFICATION:** Include purpose (intended uses); need for equipment; and, any cost savings if approved. Attach additional pages ONLY if necessary.

We currently have an IBM Personal System/2, Model 50 Z. This unit cannot be connected to our network system and is being replaced this year (1985). I have an application for it as a stand-alone system but it requires a printer. There is a problem when down loading to a disk to print. The format difference causes problems when changing font sizes, etc. We are currently using a typewriter to index all the film we create. Cost savings would be achieved through more efficient use of employee time.

**ADVERSE IMPACTS, if not approved:** (Attach additional pages if necessary.)

Employee will continue to spend hours typing what can be done simply and more efficiently on computer.

MICROFILMING EQUIPMENT  
1995 OPERATING BUDGET  
FISCAL YEAR 1995

FORM B-7

AGENCY Microfilming Center PAGE NUMBER 1 of 4  
ORG DESCRIPTION n/a CONTACT NAME Marvin Farley  
FUND NO. 010000  
ORG NO. 3510 DATE PREPARED OR REVISED September 8, 1995

(LIST IN PRIORITY ORDER, HIGHEST TO LOWEST)

ITEM DESCRIPTION: Rollfilm Viewers NR: R DEPARTMENT/  
DIVISION: Microfilming Center  
ESTIMATED COST/UNIT: \$1,500 QTY: 3 ESTIMATED  
TOTAL COST: \$4,500

Justification: (Include purpose/need for equipment and any cost savings, if approved. Attach additional pages if necessary.)

The equipment that is to be replaced is very old and obsolete. Parts are either not available or they are cost prohibitive. This equipment is a very important part of the daily production of microfilm. It must be in good working order.

Adverse Impacts, if not approved: (Attach additional pages if necessary.)

This equipment must have minimal downtime. If it is down, production drastically decreases.

ITEM DESCRIPTION: Microfilm Splicer NR: N DEPARTMENT/  
DIVISION: Microfilming Center  
ESTIMATED COST/UNIT: \$2,200 QTY: 1 ESTIMATED  
TOTAL COST: \$2,200

Justification: (Include purpose/need for equipment and any cost savings, if approved. Attach additional pages if necessary.)

In May, 1995, we added staff and started another history filming division. This has doubled the work load on the splicer that is now in service and caused a problem because it must be moved between the two locations. Another splicer is required for proper production and to have a back up if one goes down.

Adverse Impacts, if not approved: (Attach additional pages if necessary.)

If the current splicer is out of service, the entire history filming production is on hold. This must be avoided.

MICROFILMING EQUIPMENT  
1996 OPERATING BUDGET  
FISCAL YEAR 1996

FORM B-7

AGENCY	<u>Microfilming Center</u>	PAGE NUMBER	<u>2 of 4</u>
ORG DESCRIPTION	<u>ry's</u>	CONTACT NAME	<u>Marvin Farley</u>
FUND NO.	<u>010000</u>		
ORG NO.	<u>3510</u>	DATE PREPARED OR REVISED	<u>September 8, 1995</u>

(LIST IN PRIORITY ORDER, HIGHEST TO LOWEST)

ITEM DESCRIPTION:	<u>High Volume Reader Printer</u>	N/R:	<u>R</u>	DEPARTMENT/ DIVISION:	<u>Recorder/Micrographics</u>
ESTIMATED COST/UNIT:	<u>\$18,000</u>	QTY:	<u>1</u>	ESTIMATED TOTAL COST:	<u>\$18,000</u>

Justification: (Include purpose/need for equipment and any cost savings, if approved. Attach additional pages if necessary.)

The main function of the Micrographics department is to produce copies for the public. Efficient machines in good working condition are necessary. Although the machine to be replaced is only approximately six years old, repairs are frequent and downtime is substantial. This machine was not made to handle the volume that is required in this department.

Adverse impacts, if not approved: (Attach additional pages if necessary.)

- Downtime will continue to be high, causing a large number of back orders and complaining customers.
- We are spending about \$1000.00 per year more than we should for a service contract on the current reader printer because the service company is aware that it will require a high number of repairs.

ITEM DESCRIPTION:	<u>Microfiche Cutter</u>	N/R:	<u>R</u>	DEPARTMENT/ DIVISION:	<u>Microfilming Center</u>
ESTIMATED COST/UNIT:	<u>\$500.00</u>	QTY:	<u>1</u>	ESTIMATED TOTAL COST:	<u>\$500.00</u>

Justification: (Include purpose/need for equipment and any cost savings, if approved. Attach additional pages if necessary.)

The current microfiche cutter is approximately 20 years old. The company that produced it is no longer in business and parts are not available.

Adverse impacts, if not approved: (Attach additional pages if necessary.)

When an irreplaceable part goes out, we will not be able to properly cut microfiche.

MICROFILMING EQUIPMENT  
1996 OPERATING BUDGET  
FISCAL YEAR 1996

FORM B-7

AGENCY	<u>Microfilming Center</u>	PAGE NUMBER	<u>3 of 4</u>
ORG DESCRIPTION	<u>n/a</u>	CONTACT NAME	<u>Marvin Farley</u>
FUND NO.	<u>010000</u>		
ORG NO.	<u>3510</u>	DATE PREPARED OR REVISED	<u>September 8, 1995</u>

(LIST IN PRIORITY ORDER, HIGHEST TO LOWEST)

ITEM DESCRIPTION:	<u>Jackpot inserter</u>	N/R:	<u>R</u>	DEPARTMENT/ DIVISION:	<u>Probate</u>
ESTIMATED COST/UNIT:	<u>\$3,500.00</u>	QTY:	<u>2</u>	ESTIMATED TOTAL COST:	<u>\$7,000.00</u>

Justification: (Include purpose/need for equipment and any cost savings, if approved. Attach additional pages if necessary.)

Current machines are very old and are no longer being produced. The availability of parts and their costs is a constant concern.

Adverse impacts, if not approved: (Attach additional pages if necessary.)

If these machines go down and can not be repaired, a very important function of the daily production would be severely hampered.

ITEM DESCRIPTION:	<u>Roll/Fiche Reader Printer</u>	N/R:	<u>N</u>	DEPARTMENT/ DIVISION:	<u>Clerk of Courts/Juvenile</u>
ESTIMATED COST/UNIT:	<u>\$7,500.00</u>	QTY:	<u>1</u>	ESTIMATED TOTAL COST:	<u>\$7,500.00</u>

Justification: (Include purpose/need for equipment and any cost savings, if approved. Attach additional pages if necessary.)

Due to recent changes in the Juvenile Division, more documents will have to be filmed and therefore retrieved. This equipment will be used to handle the increase in demand and to provide some relief to the other equipment that is being heavily used.

Adverse impacts, if not approved: (Attach additional pages if necessary.)

The high downtime on the current equipment is likely to increase and cause a further slow down in production.

MICROFILMING EQUIPMENT  
1995 OPERATING BUDGET  
FISCAL YEAR 1996

FORM B-7

AGENCY	<u>Microfilming Center</u>	PAGE NUMBER	<u>4 of 4</u>
ORG DESCRIPTION	<u>n/a</u>	CONTACT NAME	<u>Marvin Farley</u>
FUND NO.	<u>010000</u>		
ORG NO.	<u>3510</u>	DATE PREPARED OR REVISED	<u>September 8, 1995</u>

(LIST IN PRIORITY ORDER, HIGHEST TO LOWEST)

ITEM DESCRIPTION:	<u>High Volume Reader Printer</u>	N/R:	<u>R</u>	DEPARTMENT/ DIVISION:	<u>Recorder/Micrographics</u>
ESTIMATED COST/UNIT:	<u>\$18,000.00</u>	QTY:	<u>1</u>	ESTIMATED TOTAL COST:	<u>\$18,000.00</u>

Justification: (Include purpose/need for equipment and any cost savings, if approved. Attach additional pages if necessary.)

This machine will replace one that is over ten years old. The technology is obsolete, copy quality is poor (causes paper waste), and the service contract is more expensive than it would be on a new machine.

Adverse impacts, if not approved: (Attach additional pages if necessary.)

Expenses will continue to be higher than necessary.

ITEM DESCRIPTION:	-	N/R:	-	DEPARTMENT/ DIVISION:	-
ESTIMATED COST/UNIT:	-	QTY:	-	ESTIMATED TOTAL COST:	-

Justification: (Include purpose/need for equipment and any cost savings, if approved. Attach additional pages if necessary.)

Adverse impacts, if not approved: (Attach additional pages if necessary.)

MICROFILMING EQUIPMENT  
1996 OPERATING BUDGET  
FISCAL YEAR 1995

FORM B-7

AGENCY	<u>Child Support Enforcement Agency</u>	PAGE NUMBER	<u>1</u>
ORG DESCRIPTION	<u>n/a</u>	CONTACT NAME	<u>Emeka J. Okafor</u>
FUND NO.	<u>520000</u>		
ORG NO.	<u>6700</u>	DATE PREPARED OR REVISED	<u>September 8, 1995</u>

(LIST IN PRIORITY ORDER, HIGHEST TO LOWEST)

ITEM DESCRIPTION:	<u>Reader/Printer</u>	N/R:	<u>N</u>	DEPARTMENT/ DIVISION:	<u>Program/Operations</u>
ESTIMATED COST/UNIT:	<u>\$5,500.00</u>	QTY:	<u>1</u>	ESTIMATED TOTAL COST:	<u>\$5,500.00</u>

Justification: (Include purpose/need for equipment and any cost savings, if approved. Attach additional pages if necessary.)

Needed to view and print court orders and updates to child support orders. These documents facilitate Program activities in the modification of child support, termination of child support obligation and determining outstanding arrears.

Currently, the Agency has one microfiche machine with a printer. The growth in case loads is creating more demand for this one piece of equipment and is slowing work down in the process.

Adverse Impacts, if not approved: (Attach additional pages if necessary.)

Delays in processing clients' requests which will result in poor service and complaints from clients.

ITEM DESCRIPTION:	<u>Check Filming Camera</u>	N/R:	<u>-</u>	DEPARTMENT/ DIVISION:	<u>Collections &amp; Disbursements</u>
ESTIMATED COST/UNIT:	<u>\$6,500.00</u>	QTY:	<u>-</u>	ESTIMATED TOTAL COST:	<u>\$6,500.00</u>

Justification: (Include purpose/need for equipment and any cost savings, if approved. Attach additional pages if necessary.)

Process all incoming checks through the check processor for accountability and as an internal control for check handling. Ability to verify incoming checks processed.

Adverse Impacts, if not approved: (Attach additional pages if necessary.)

Delayed tracking of an incoming check for both internal controls and verification of receipt of check.

SUPPLEMENTAL OR ANNUALIZED APPROPRIATION  
1995 OPERATING BUDGET  
(USE A SEPARATE FORM FOR EACH ACCOUNT)

FORM B-11

AGENCY Microfilming Center DATE PREPARED OR REVISED September 18, 1995  
ORG DESCRIPTION n/a  
FUND NO. 010000  
ORG NO. 3510

I. Please list the amount of request in the appropriate expense account:

1000 Personal Services	<u>\$ 46,020</u>
1100 Fringe Benefits	-
1120 PERS	<u>6,236</u>
1130 Medicare	<u>667</u>
1150 Unemployment Comp.	-
1500 Materials & Supplies	-
2000 Services & Charges	-
3000 Grants	-
4500 Debt Service	-
4700 Cash Transfer	-
Other: _	-
Total Request:	<u>\$ 52,923</u>

II. List Resolution Number(s) approved: 425-95

III. Justification of the request: (Attach additional pages if necessary.)

The Microfilming Center received a supplemental appropriation to address the large backlog that has been created by Clerk of Courts documents. This supplemental appropriation funded the hiring of five part-time workers. The Microfilming Center intends to employ those workers for three years. Those workers have been funded for 17 pay periods in 1995. This annualized appropriation will fund these positions for all of 1995.

IV. Show calculations: (Attach additional pages if necessary.)

Personal Services:  $(\$6.00/\text{hr.} \times 59 \text{ hrs.}) \times 26 \text{ pay periods} \times 5 \text{ people} = \$46,020$   
PERS:  $\$46,020 \times 13.55\% = \$6,236$   
Medicare:  $\$46,020 \times 1.45\% = \$667$

SUPPLEMENTAL OR ANNUALIZED APPROPRIATION  
1996 OPERATING BUDGET  
(USE A SEPARATE FORM FOR EACH ACCOUNT)

FORM B-11

AGENCY Microfilming Center DATE PREPARED OR REVISED September 8, 1995  
ORG DESCRIPTION n/a  
FUND NO. 010000  
ORG NO. 3510

I. Please list the amount of request in the appropriate expense account:

1000 Personal Services	-
1100 Fringe Benefits	-
1120 PERS	-
1130 Medicare	-
1150 Unemployment Comp.	-
1500 Materials & Supplies	<u>7,500</u>
2000 Services & Charges	-
3000 Grants	-
4500 Debt Service	-
4700 Cash Transfer	-
Other: _	-
Total Request:	<u>\$ 7,500</u>

II. List Resolution Number(s) approved: 425-95

III. Justification of the request: (Attach additional pages if necessary.)

The Microfilming Center received a supplemental appropriation to address the backlog of Clerk of Courts documents to be filmed. This supplemental appropriation funded materials and supplies for this project. It is expected that the project will take three years to complete. These materials and supplies were funded for eight months in 1995. This annualized appropriation will fund these materials and supplies for all of 1996.

IV. Show calculations: (Attach additional pages if necessary.)

Supplemental Appropriation for Materials and Supplies for eight months:

$\$5,000 \div 8 \text{ months} = \$625 \text{ per month}$

Annualized appropriation for 1996:

$\$625 \text{ per month} \times 12 \text{ months} = \$7,500$



MATERIALS AND SUPPLIES EXPENDITURES  
1996 OPERATING BUDGET

FORM B-13

AGENCY Microfilming Center

DATE PREPARED OR REVISED September 8, 1995

ORG DESCRIPTION n/a

FUND NO. 010000

ORG NO. 3510

EXPENDITURE DESCRIPTION	FY 94 ACTUAL EXPENSES	FY 95 ORIGINAL BUDGET	FY 95 REVISED ESTIMATE	FY 95 CONTINUATION REQUEST	FY 96 TOTAL REQUEST
1600 Photographic Materials	\$35,995.30	\$44,348	48,748	51,015	51,015
1601 Micrographic Materials	16,467.93	19,237	19,237	19,237	19,237
1603 Equipment Parts	13,650.88	9,115	9,115	9,115	9,115
1671 Chemicals	8,671.14	11,000	11,600	11,833	11,833
Miscellaneous	3,292.16	4,300	4,300	4,300	4,300
TOTAL 1500 ACCOUNTS	\$78,077.42	\$88,000	93,000	95,500	95,500

(TOTALS SHOULD CORRESPOND TO ENTRIES ON FORM B-2)



1996 APPROPRIATION

010000	3510	MICROFILMING BOARD	
	1000	Personal Services	\$448,365
	1100	Fringe Benefits	0
	1120	PERS	69,761
	1130	Medicare Tax	6,272
	1150	Unemployment Compensation	0
	1500	Materials and Supplies	95,500
	2000	Services and Charges	104,080
	3000	Grants	0
	3500	Contingency	0
	4000	Capital Outlays	32,200
	4500	Debt Service	0
	4700	Cash Transfer	<u>0</u>
		<b>Total</b>	<b>\$747,178</b>

### 1996 EXPANDED REQUEST SUMMARY

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>REASON FOR THE REQUEST</u>	<u>REQUESTING AGENCY</u>	<u>AMOUNT FUNDED</u>
MICROFILMING EQUIPMENT	\$4,500	THREE ROLLFILM VIEWERS	MICROFILMING CENTER	\$4,500
	\$2,200	ONE MICROFILM SPLICER	MICROFILMING CENTER	\$2,200
	\$18,000	HIGH VOLUME READER PRINTER	RECORDER	\$18,000
	\$500	MICROFICHE CUTTER	MICROFILMING CENTER	\$500
	\$7,000	TWO JACKET INSERTERS	PROBATE COURT	\$7,000
	\$7,500	ROLLFICHE READER PRINTER	CLERK OF COURTS (JUVENILE)	0
	\$18,000	HIGH VOLUME READER PRINTER	RECORDER	0
PERSONAL SERVICES		PERSONNEL COST INCREASE @ 3.5%		\$15,162
PERS				\$2,040
MEDICARE				\$170
TOTALS	\$57,700			\$49,592