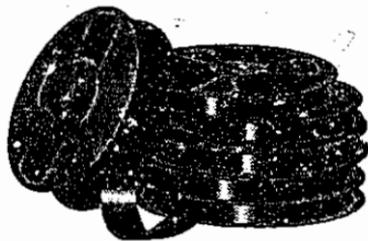


# FRANKLIN COUNTY MICROFILMING CENTER



1996 ANNUAL REPORT

Richard B. Metcalf, Administrator

Marvin Farley, Director

# FRANKLIN COUNTY MICROFILMING CENTER

Richard D. Metcalf  
Administrator

Marvin Farley  
Director

## Franklin County Microfilming Board

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

**TO:**            The Franklin County Microfilming Board  
                  The Franklin County Board of Commissioners

**FROM:**        Richard D. Metcalf, Administrator

**DATE:**        April 7, 1997

**SUBJECT:**    1996 Annual Report

In accordance with Ohio Revised Code Section 307.805, we are submitting herewith the 1996 Annual Report for the Franklin County Microfilming Center. The report outlines the accomplishments and goals of the Center and contains the 1996 Production Reports for the Center and the satellite operations of various County agencies. Included are the appropriations and expenditures for fiscal year 1996 and the 1997 budget request with the subsequent appropriations.

The Microfilming Center has experienced another year of record production. Nearly 6.5 million pages of history records were filmed, representing a 44 percent increase over last year. Nearly four times as many are being filmed now than at the inception of this Administration. I would like to take this opportunity to commend Director Marvin Farley, Supervisor Robert Beacom and their staff and highlight some of their other accomplishments:

- The long awaited expansion project was completed. With the cooperation of the Commissioners and the Auditor's Office and the services of Public Facilities Management, alterations were completed and our move into the new area was on January 31, 1997. The entire staff is most appreciative for the much needed space. It allowed the entire Center operation to be situated on the 19th floor.
- Modifications and repairs were initiated in the basement of the Courthouse Annex to the area that will soon house the County's off site master film records. The move will allow the masters to be in closer proximity to the Center while maintaining appropriate climate requirements for microfilm storage. Again, we appreciate the help and cooperation of the Commissioners and Public Facilities Management.
- The following capital equipment items were purchased:
  - One high volume reader printer (Recorder)
  - Two microfilm jacket inserters (Probate)
  - One microfilm splicer (Microfilming Center)
  - One microfiche cutter (Microfilming Center)
  - Three roll film viewers (Microfilming Center)
  - One reader printer (Child Support Enforcement Agency) \*
  - One reader printer (Prosecutor) \*
- \* These items were purchased for agencies using their non-general funds.
- A substantial increase was realized in satellite camera production.

- The Center continued to realize the benefits of retaining an in-house technician. Approximately \$85,000 is being 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 preventive maintenance, the ability to do major repairs when equipment is not in use and faster response to service calls. A 52 percent decrease in production equipment downtime was accomplished this year due in part to these efforts.
- More than 3,400 cubic feet of records were recycled utilizing the County's recycling program.

Future objectives for the Microfilming Center include:

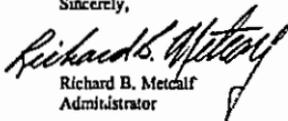
- Transfer master film records stored at the Ohio Historical Society to the new permanent location in the Courthouse Annex.
- Finalize purchases of new and replacement equipment appropriated in the 1997 Operating Budget.
- Study the feasibility of acquiring an in-house COM recorder. This equipment transfers computer generated data to microfilm, eliminating the need to have staff manually film documents. In recent years, the Center has spent as much as \$36,000 annually on general fund agencies alone for this service. In addition to the current use of producing indexes, the equipment would be used to create film for permanent record retention when future imaging systems are in place. This will enable the Center to provide expanded services in conjunction with a decrease in filming time requirements.
- Initiate filming for non-general fund agencies on a cost-per-project basis when history filming is sufficient by current.
- Endeavor to consistently enhance production quality.

In 1996, over 14 million daily source and history records were filmed by the Microfilming Center and various other County agencies. As of December 31, 1996, the total number of images produced since the establishment of the Microfilming Board in 1985 are:

History	32,901,431
<u>Daily Source</u>	<u>51,996,780</u>
<b>Total</b>	<b>84,898,211</b>

As we conclude another fruitful year, genuine gratitude is extended to all who were associated with and had an impact on the achievements of this office. Acknowledging the members of the Microfilming Board for their steadfast support and the continuing synergy of the Commissioners, the staff and I are pleased to have just experienced the most productive year since the inception of the Microfilming Center.

Sincerely,



Richard B. Metcalf  
Administrator

**MICROFILMING CENTER**

**1996 ANNUAL REPORT**

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FRANKLIN COUNTY MICROFILMING BOARD  
1996

OFFICERS and MEMBERS

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

REPRESENTATIVES

For Jesse D. Oddi	SHARON PENINGTON
For Dewey R. Stokes	BARBARA REEVES
For Richard B. Metcalf	PAT DAWSON JOHN FETTER
For Bobbie M. Hall	CHRISTINE FINLEY HERBERT KEIFER
For Joseph W. Testa	ANTHONY J. FRISSORA

**MICROFILMING CENTER STAFF**  
1996

**Richard B. Metcalf**  
Administrator

**Marvin Farley**  
Director

**Robert Beacom**  
Supervisor

**Linda Paolucci**  
Administrative Assistant

Microfilming Center Technician

Lee Ryan

Preparation

Gene Gould  
Carl Reardon

Daily/History Microfiche Production

Nada Kuzevska  
Carrie Workman

History Microfilm Production

Mildred Carreker  
Ranae Rucker

Film Processing

Ted Blain

Quality Control/Duplicating

Rochelle Johnson  
Kevin Lyman  
Joe Tiberi

Quality Control/Indexing/Editing

Ann Beeler  
Dianne Borrer  
Jan Jones

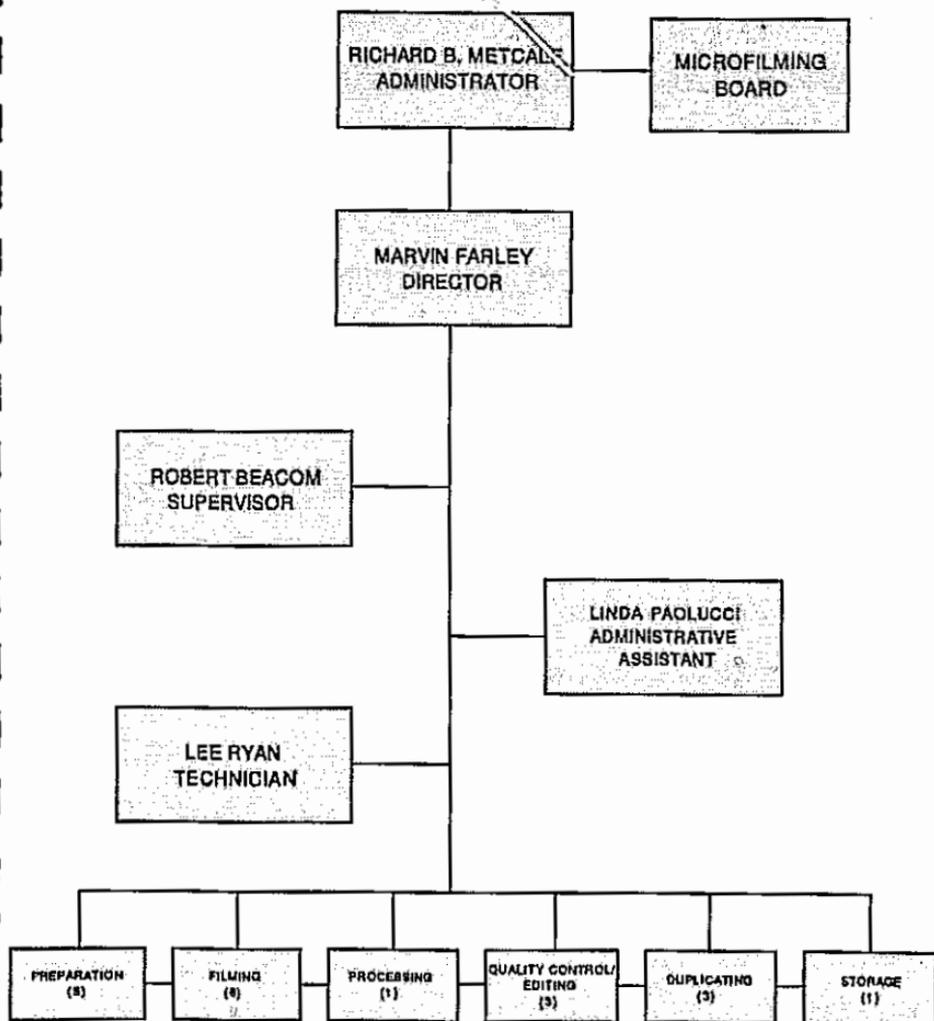
Oversized Document Filming

William Shutt

Part-time History Project

Traci Hood  
Anita Milano  
Adelaide White

# FRANKLIN COUNTY MICROFILMING CENTER TABLE OF ORGANIZATION



This office currently has 18 full time and five part time employees

**MICROFILMING CENTER PRODUCTION REPORT**  
From 01/01/96 to 12/31/96

105mm Step and Repeat Camera		Fiche	Dupes	Images
<b>Daily</b>				
Recorder	Daily Sheets	38	38	4,800
	Financing Statements	287	2,296	57,400
	Official Records	3,128	131,376	625,600
	Soldier's Discharges	5	14	1,000
	Work Verification Forms	25	0	4,800
Recorder Totals		3,483	133,724	693,600
Treasurer	Address Change Cards	71	71	14,200
<b>Total Daily</b>		<b>3,554</b>	<b>133,795</b>	<b>707,800</b>
<b>History</b>				
Auditor	Voucher Index, 1992	2	2	400
Clerk of Courts	Appeals Bonds, Books 6-10	21	63	2,100
	Appeals Cases Index, 1992	1	2	200
	Bond in Attachment, Book 4	5	15	500
	Bond in Bastardy, Book 1	3	6	300
	Bonds	8	16	800
	Civil Case Indexes, 1984-1988, 1990-1991	7	14	1,400
	Civil Case Index, Miscellaneous 1949-1970	2	4	400
	Civil Docket Books, 1951-1980	1,546	3,092	154,600
	Civil Notices, July-October 1996	38	38	7,600
	Common Pleas Transfer of Affidavits	7	21	700
	Criminal Case Indexes, 1989-1991	3	6	600
	Criminal Notices, January-October 1996	212	212	42,400
	Divorce Cases Index, 1990	1	2	200
	Divorce Receipt Book, 1920-1970	2	2	400
	Domestic Cases Index, Miscellaneous 1938-1995	1	3	200
	Expunged Cases, 1993-1994	224	0	44,800
	Expunged Cases Index, 1993-1994	20	0	4,000
Injunction Bonds	34	68	3,400	
Justices' Oaths and Mayor's Certificates	2	6	200	
Justices' Oaths Record	2	4	200	

**MICROFILMING CENTER PRODUCTION REPORT**  
From 01/01/96 to 12/31/96

105mm Step and Repeat Camera		Fiche	Dupes	Images
<b>History Continued</b>				
Clerk of Courts	Juvenile Cases Index, 1989	1	2	200
	Juvenile Docket Books, 1960-1988	233	699	23,300
	Notary Commissions, Book 110	2	4	200
	Parentage Cases Index, 1989	2	2	400
	Pending Suits Index, 1844 & 1888	10	30	1,000
	Receiver's Undertaking	14	28	1,400
	Recognizance in Habeas Corpus	2	4	200
	Undertaking in Error	6	12	600
	Witness Blotter	<u>3</u>	<u>9</u>	<u>300</u>
Clerk of Courts Totals		2,412	4,364	292,600
Probate	Adoptions	100	200	10,000
Prosecutor	Juvenile Cases	996	996	199,200
Recorder	Deed Index Books	18	54	1,116
	Miscellaneous Record, Direct Book # 7	1	6	100
	Veterans Discharge Books	<u>22</u>	<u>132</u>	<u>2,200</u>
	Recorder Totals	41	192	3,416
<b>Total History</b>		<b>3,551</b>	<b>5,754</b>	<b>505,616</b>

**MICROFILMING CENTER PRODUCTION REPORT**  
From 01/01/96 to 12/31/96

16mm Rotary Camera		Rolls	Dupes	Images
<b>History</b>				
Auditor	Payroll and Welfare Warrants, 1994	1	1	14,662
	Property Record Cards, 1987	25	25	295,661
	Vouchers and Attachments, 1992	<u>2</u>	<u>2</u>	<u>4,858</u>
Auditor Totals		28	28	315,181
Clerk of Courts	Appeals Cases, 1992	80	80	253,872
	Civil Cases, 1986	1	1	3,061
	Civil Cases, 1987	36	36	214,276
	Civil Cases, 1988	75	75	447,882
	Civil Cases, 1990	173	173	1,021,006
	Civil Cases, 1991	192	192	1,122,345
	Criminal Cases, 1989	28	28	85,401
	Criminal Cases, 1990	103	103	363,853
	Criminal Cases, 1991	129	129	487,568
	Dependant Parentage Cases, 1990	17	17	114,123
	Dissolution Cases, 1990	20	20	128,894
	Divorce Cases, 1990	103	103	377,406
	Divorce Receipt Books, 1920-1970	3	3	8,029
	Grand Jury Testimony, 1940-1955	1	1	3,046
	Juvenile Cases, 1989	119	119	362,976
	Juvenile Cases, 1990	16	16	110,437
	Miscellaneous Civil Cases, 1949-1970	57	57	162,547
Miscellaneous Domestic Cases, 1938-1995	45	45	143,689	
Parentage Cases, 1989	<u>15</u>	<u>15</u>	<u>46,137</u>	
Clerk of Courts Totals		1,213	1,213	5,456,548
<b>Total History</b>		<b>1,241</b>	<b>1,241</b>	<b>5,771,729</b>

**MICROFILMING CENTER PRODUCTION REPORT**

From 01/01/96 to 12/31/96

Aperture Card Camera		Masters	Dupes	Images
<b>Daily</b>				
Recorder	Condominium Plats Plats	417	1,668	417
		<u>206</u>	<u>1,030</u>	<u>206</u>
Recorder Totals		623	2,698	623
<b>Total Daily</b>		<b>623</b>	<b>2,698</b>	<b>623</b>
<b>History</b>				
Auditor	Tax Plat Maps	3,547	17,735	3,547
Facilities Management	Structure Blueprints	4,670	9,340	4,670
<b>Total History</b>		<b>8,217</b>	<b>27,075</b>	<b>8,217</b>

**MICROFILMING CENTER PRODUCTION REPORT**  
From 01/01/96 to 12/31/96

105mm Microfiche Duplicator		Fiche	Duplicates
<b>Computer Output Microfiche</b>			
Auditor	ARMS	1,932	335
	CAPS	2,443	0
	Manufactured Homes	13	13
	Miscellaneous Accounts	<u>1,562</u>	<u>153</u>
	Auditor Totals	5,950	501
Board of Elections	Audit Registration	1,972	0
	Clerk of Courts List Alpha Sequence	<u>140</u>	<u>721</u>
	Board of Elections Totals	2,112	721
Clerk of Courts	Case Dispositions Alpha and Numeric	16	48
	Civil Index	1,230	24,060
	Criminal Index	477	1,404
	Domestic Index	800	6,280
	Juvenile Index	739	2,055
	Miscellaneous	<u>116</u>	<u>48</u>
	Clerk of Courts Totals	3,378	33,895
Data Center	Miscellaneous	1,533	0
Recorder	Deed Index	673	1,346
	Financing Statements Index	565	3,231
	General Index	5,127	149,852
	Partnership Index	18	369
	Precorrections - Financing Statements Index	2	6
	Precorrections - General Index	18	51
	Veterans Graves - Name/Cemetery	<u>181</u>	<u>362</u>
	Recorder Totals	6,584	155,217

**MICROFILMING CENTER PRODUCTION REPORT**  
From 01/01/96 to 12/31/96

105mm Microfiche Duplicator		Fiche	Duplicates
<b>Computer Output Microfiche Continued</b>			
Treasurer	Alpha Index	174	2,204
	Tax Duplicates	1,433	25,008
	Tax Payments	<u>425</u>	<u>713</u>
	<b>Treasurer Totals</b>	<b>2,032</b>	<b>27,925</b>
<b>Total Computer Output Microfiche</b>		<b>21,589</b>	<b>218,259</b>
<b>Duplicates Only</b>			
Auditor	Miscellaneous	319	319
Clerk of Courts	Expungements	18	18
	Juvenile Expungements	228	684
	Miscellaneous	<u>5,825</u>	<u>5,978</u>
	<b>Clerk of Courts Totals</b>	<b>6,071</b>	<b>6,680</b>
Misc.	Miscellaneous	266	426
Probate	Miscellaneous	2,808	5,616
	Soft Jackets	<u>2,118</u>	<u>4,236</u>
	<b>Probate Totals</b>	<b>4,926</b>	<b>9,852</b>
Prosecutor	Miscellaneous	25	25
Recorder	Miscellaneous	8,423	8,478
	Flat Book Jackets	<u>656</u>	<u>656</u>
	<b>Recorder Totals</b>	<b>9,079</b>	<b>9,134</b>
Sheriff	Miscellaneous	7	8
<b>Total Duplicates Only</b>		<b>20,693</b>	<b>26,444</b>

## SATELLITE CAMERA PRODUCTION REPORT

From 01/01/96 to 12/31/96

105mm Step and Repeat Camera		Fiche	Dupes	Images
<b>Daily</b>				
Auditor	Transfers and Conveyance	302	3,207	60,400
	Various Records	24	45	4,800
	Vendor's License	<u>53</u>	<u>53</u>	<u>10,600</u>
Auditor Totals		379	3,305	75,800
Clerk of Courts	Appeals (AP-1)	1,454	4,362	290,800
	Civil (CV-1)	4,838	24,190	967,600
	Civil Notaries (CV-2)	35	35	7,000
	Civil Notices (CV-3)	269	269	53,800
	CSEA Billing Report (CV-5)	15	15	3,000
	Jury Vouchers (CV-6)	4	4	800
	Notary Signature Cards (CV-8)	10	40	2,000
	Criminal (CR-1)	2,412	19,296	482,400
	Criminal Notices (CR-2)	310	310	62,000
	Criminal/Juvenile Expungements (CR-3)	623	1,246	124,600
	Subpoenas (CR-4)	8	16	1,600
	Domestic (DR-1)	3,947	42,821	789,400
	Juvenile (JU-1)	<u>4,777</u>	<u>48,911</u>	<u>955,400</u>
Clerk of Courts Totals		18,702	141,515	3,740,400
Prosecutor	Case Files (PR-1)	2,870	2,870	574,000
Sheriff	Detective Bureau	362	724	72,400
<b>Total Daily</b>		<b>22,313</b>	<b>148,414</b>	<b>4,462,600</b>
<b>History</b>				
Clerk of Courts	Appeals (AP-2)	295	590	59,000
	Miscellaneous Domestic (DR-2)	281	843	56,200
Clerk of Courts Totals		576	1,433	115,200
<b>Total History</b>		<b>576</b>	<b>1,433</b>	<b>115,200</b>

SATELLITE CAMERA PRODUCTION REPORT  
From 01/01/96 to 12/31/96

16mm Rotary Camera		Rolls	Dupes	Images
<b>Daily</b>				
Auditor	Personal Property Tax	229	69	570,594
Probate	Various Records	319	120	569,917
Treasurer	Checks	78	0	1,323,995
<b>Total Daily</b>		<b>626</b>	<b>189</b>	<b>2,464,506</b>

## EQUIPMENT DOWN TIME REPORT

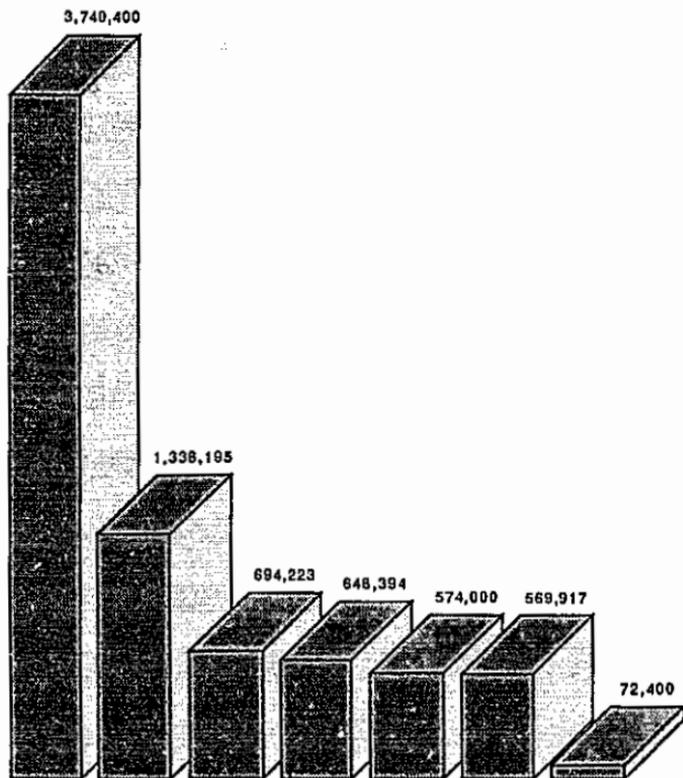
From 01/01/96 to 12/31/96

#	Equipment Description	Location	Down Hours
1	Hybrid Step and Repeat Camera	Auditor	0
2	Documate I Step and Repeat Camera	Microfilming Center	51.50
3	Datagraphix Step and Repeat Camera	Microfilming Center	8.00
4	Image Systems Step and Repeat Camera	Microfilming Center	0
5	Exttek Step and Repeat Camera	Domestic Relations	4.00
6	Exttek Step and Repeat Camera	Juvenile	.50
7	Exttek Step and Repeat Camera	Appeals	.75
8	Exttek Step and Repeat Camera	Criminal/Civil	1.25
9	Datagraphix Step and Repeat Camera	Criminal/Civil	5.50
10	Hybrid Step and Repeat Camera	Prosecutor	57.75
11	Datagraphix Step and Repeat Camera	Sheriff	0
13	Xidex 16mm Rotary Camera	Auditor	0
14	Xidex 16mm Rotary Camera	Auditor	9.25
15	Xidex 16mm Rotary Camera	Board of Elections	.50
16	Kodak 16mm Rotary Camera	Microfilming Center	9.50
17	Kodak 16mm Rotary Camera	Microfilming Center	0
18	Kodak 16mm Rotary Camera	Microfilming Center	8.75
19	Kodak 35mm Planetary Camera	Microfilming Center	0
20	Tameran Aperture Card Camera	Microfilming Center	0
21	Kodak 16mm Rotary Camera	Probate	8.00
22	Xidex 16mm Rotary Camera	Probate	3.75
23	Xidex 16mm Rotary Camera	Probate	0
24	Xidex 16mm Rotary Camera	Treasurer	.50
25	Allen Products Film Processor	Microfilming Center	10.75
26	Ozalid Roll Film Duplicator	Microfilming Center	.50
51	Kodak 16mm Rotary Camera	Microfilming Center	.25
52	Kodak 16mm Rotary Camera	Microfilming Center	0
53	Kodak 16mm Rotary Camera	Microfilming Center	0
Total Production Equipment Down Time			181.00

\* Equipment identification numbers are not always sequential.

# DAILY SOURCE IMAGES PRODUCED PER OFFICE

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

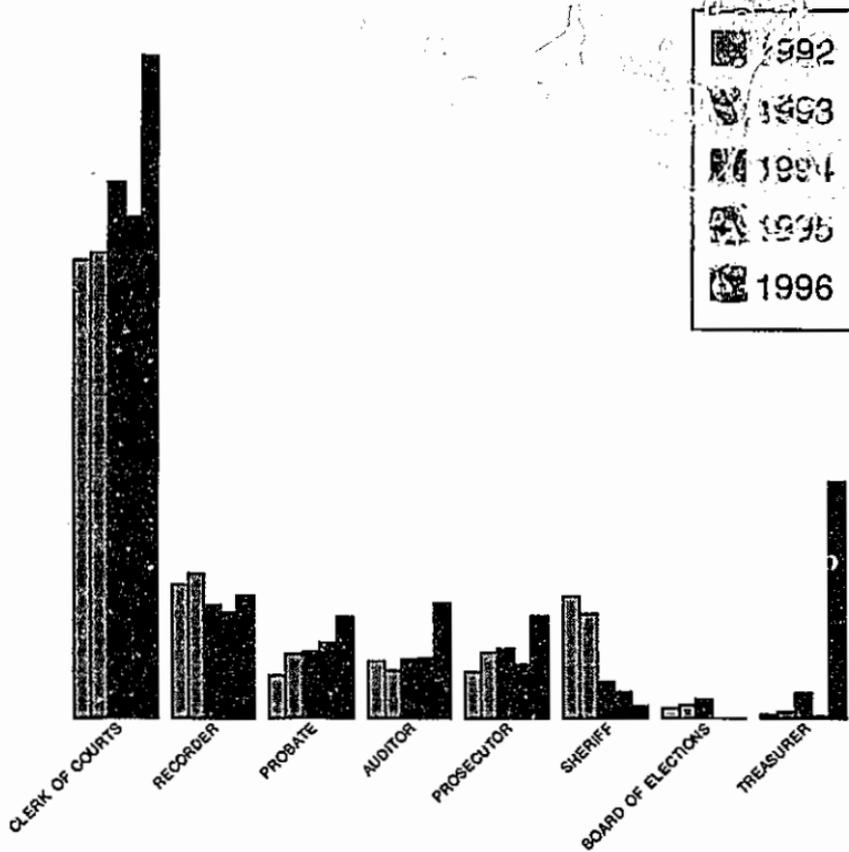


Clerk of Courts   Treasurer   Recorder   Auditor   Prosecutor   Probate   Sheriff

**TOTAL = 7,635,529**

Daily Recorder records are filmed by the Microfilming Center

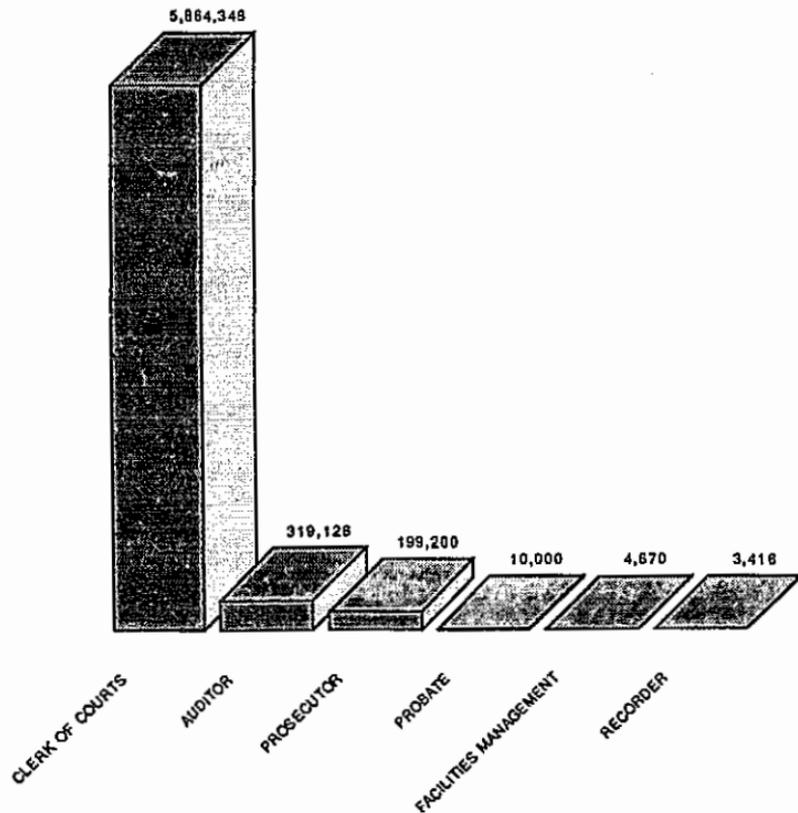
# DAILY SOURCE IMAGES PRODUCED - FIVE YEAR TREND



1992	2,594,229	755,844	244,213	324,628	283,180	888,500	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	638,006	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
1996	3,740,400	694,223	569,917	646,394	574,000	72,400	0	1,338,195

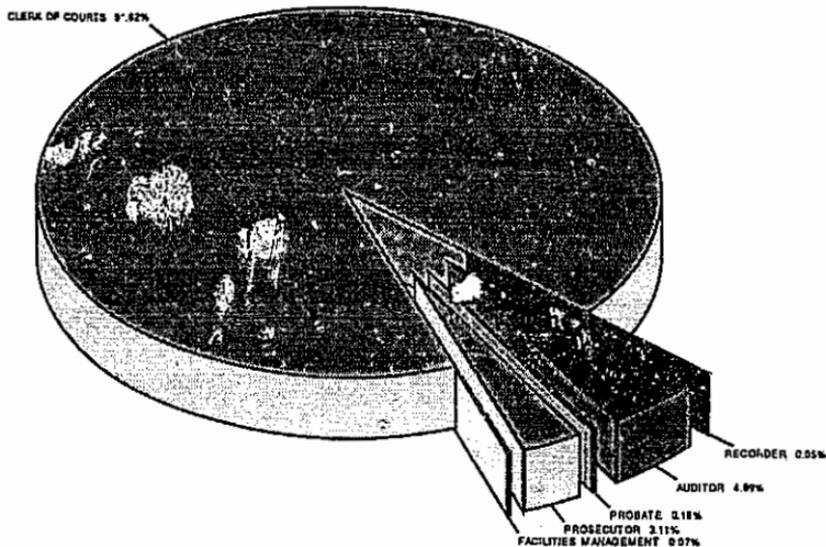
# HISTORY IMAGES PRODUCED BY THE MICROFILMING CENTER

TOTALS



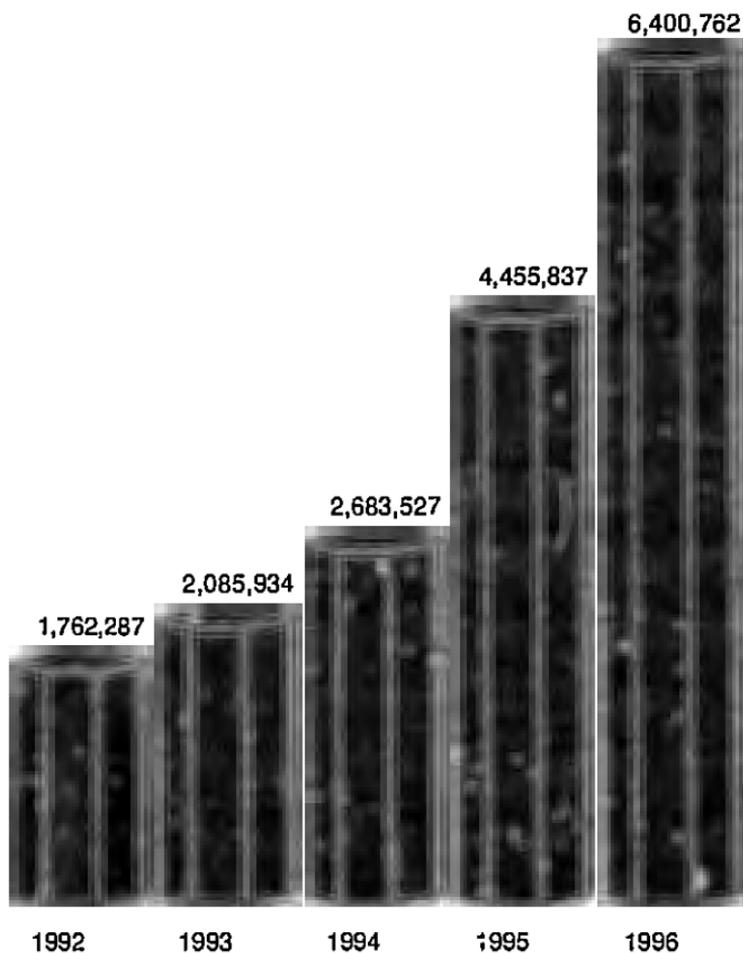
TOTAL = 6,400,762

HISTORY IMAGES PRODUCED BY THE MICROFILMING CENTER  
PERCENTS



# HISTORY IMAGES PRODUCED - FIVE YEAR TREND

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## FINAL 1996 APPROPRIATION STATUS REPORT

APPROP. LEVEL	OBJECT ACCT.	TOTAL APPROPRIATION	TOTAL EXPENDITURES	TOTAL ENCUMBRANCES	AVAILABLE BALANCE
3510	MICROFILMING CENTER				
	1000 PERSONAL SERVICES	448,365.00	441,383.60		6,981.40
	1120 PERS CONTRIBUTION	60,761.00	59,807.79		953.21
	1130 MEDICARE TAX	6,272.00	4,925.73		1,346.27
	1500 MATERIALS AND SUPPLIES	95,500.00	70,924.14	171.17	24,404.69
	2000 SERVICES AND CHARGES	104,080.00	83,869.54	289.40	19,921.06
	4000 CAPITAL OUTLAYS	32,200.00	29,014.05		3,185.95
	<b>TOTAL</b>	<b>747,178.00</b>	<b>689,924.85</b>	<b>460.57</b>	<b>56,792.58</b>

SUMMARY OF FUND APPROPRIATION  
1997 OPERATING BUDGET

FORM B-2

AGENCY Microfilm Center  
ORG DESCRIPTION n/a  
FUND NO. 010000  
ORG NO. 3510

DATE PREPARED OR REVISED September 30, 1996

	FY 95 ACTUAL EXPENDITURE	FY 96 ORIGINAL APPROPRIATION	FY 96 TRANSFER, SUPPLEMENTAL OR ANNUALIZED APPROPRIATION	FY 96 APPROPRIATION DECREASE	FY 97 CONTINUATION REQUEST (2 ± 3 - 4)	FY 97 EXPANDED REQUEST	FY 97 TOTAL REQUEST (5 + 6)
ACCOUNTS	COLUMN #1	COLUMN #2	COLUMN #3	COLUMN #4	COLUMN #5	COLUMN #6	COLUMN #7
1600 PERSONAL SERVICES	\$408,367	\$448,365			\$448,365	\$13,588	\$481,953
1100 FRINGE BENEFITS					0		0
1120 PERS	55,292	60,761			60,761	1,841	62,602
1130 MEDICARE	4,553	6,272			6,272	197	6,469
1150 UNEMPLOYMENT COMP.					0		0
1170 WORKERS COMP.					0		0
1500 MATERIALS & SUPPLIES	70,759	95,500			95,500		95,500
2000 SERVICES & CHARGES	70,720	104,080			104,080		104,080
3000 GRANTS					0		0
4000 CAPITAL EQUIPMENT	68,856	32,200	N/A	N/A	N/A	60,005	68,856
4500 DEBT SERVICE					0		0
4700 CASH TRANSFER					0		0
OTHER					0		0
TOTAL	\$678,547	\$747,178	0	0	\$714,978	\$84,691	\$799,669

OTHER EXPANDED REQUEST  
1997 OPERATING BUDGET  
(USE A SEPARATE FORM FOR EACH REQUEST)

FORM B-4

AGENCY Microfilming Center PRIORITY 1 DATE PREPARED OR H: 1998  
ORG DESCRIPTION n/a  
FUND NO. L10000  
ORG NO. 3510

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

		Dept./Division	<u>Microfilming Center</u>
1000 Personal Services	<u>\$4,000</u>		
1100 Fringe Benefits	-		
1120 PERS	<u>542</u>		
1130 Medicare	<u>58</u>		
1150 Unemployment Comp.	-		
1170 Workers Comp.	-		
1500 Materials & Supplies	-		
2000 Services & Charges	-		
3000 Grants	-		
4700 Cash Transfer	-		
Other: -	-		
Total Request:	<u>\$4,600</u>		

II. Justification: (In ade purpose and need for request and any cost savings, if approved. Attach additional pages if necessary.)

In 1998, the Microfilming Board approved a \$4,000 increase for the Center's technician salary. That amount then substantially reduced increases for other personnel.

See attached.

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

See attached.

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

\$4,000 Personal Services

\$4,000 x 13.55% PERS rate = \$542 PERS

\$4,000 x 1.45% medicare rate = \$58 Medicare

OTHER EXPANDED REQUEST  
1997 OPERATING BUDGET  
(USE A SEPARATE FORM FOR EACH REQUEST)

FORM B-4

PRIORITY 2

AGENCY Microfilming Center DATE PREPARED OR REVISED October 4, 1998  
ORG DESCRIPTION n/a  
FUND NO. 010000  
ORG NO. 3510

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

		Dept./Division	<u>Microfilming Center</u>
1000 Personal Services	<u>\$9,588</u>		
1100 Fringe Benefits	-		
1120 PERS	<u>1,290</u>		
1130 Medicare	<u>130</u>		
1150 Unemployment Comp.	-		
1170 Workers Comp.	-		
1500 Materials & Supplies	-		
2000 Services & Charges	-		
3000 Grants	-		
4700 Cash Transfer	-		
Other: -	-		
Total Request:	<u>\$11,026</u>		

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

In 1997, we would like to increase the part time hourly wage to \$7.25 from \$6.00.

See attached.

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

See attached.

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

$\$1.25 \text{ per hour increase} \times 20.5 \text{ hours per week} \times 52 \text{ weeks} \times 5 \text{ positions} = \$9,588$

$\$9,588 \times 13.55\% \text{ PERS rate} = \$1,290 \text{ PERS}$

$\$9,588 \times 1.45\% \text{ medicare rate} = \$130 \text{ Medicare}$

September 3, 1996

Robert Johnson, Finance Director  
Franklin County Commissioner's Office  
373 South High Street, 26th Floor  
Columbus, Ohio 43215

Dear Bob,

The Microfilming Board, this year, approved a \$4,000 annual salary increase for the Center's technician upon my recommendation. At the current \$13.10 per hour rate, this is still substantially lower than comparable positions in the industry. This position was created to cut down on costly outside maintenance contracts and repairs, with savings estimated at \$80,000 annually. Also, we have a considerable investment in that persons training and experience. It is our intent to eventually make the position salary more compatible with the experience, skills and training required for the job. By using that \$4,000 in 1996, other deserving staff persons were deprived of raises. We would appreciate a \$4,000 increase to our personnel fund to make up the difference and grant increases as appropriate.

Another problem we are having is we are unable to get and keep qualified part time people at \$6.00 per hour. These are the document preparers/camera operators/quality control staff requiring certain skills that work 29.5 hours per week on the 23rd floor project. The fast food restaurants are hiring at \$6.00 per hour and provide free food and parking. The college students and retirees who find our flexible hours perfect for their schedules, no longer accept our positions because of salary and parking expenses. We propose a \$1.25 per hour increase to \$7.25 or an amount of approximately \$9,500 for the five part timers. This project should continue for the full year.

Your consideration will be greatly appreciated.

Sincerely

Richard B. Metcalf  
Administrator

RBM/mf

CAPITAL EQUIPMENT REQUEST  
1997 OPERATING BUDGET  
(DO NOT INCLUDE CAPITAL LISTED ON FORM B-3)

FORM B-3

AGENCY	<u>Microfilming Center</u>	PAGE NUMBER	<u>1 of 1</u>
ORG DESCRIPTION	<u>n/a</u>	DATE PREPARED OR REVISED	<u>September 3, 1996</u>
FUND NO.	<u>010000</u>		
ORG NO.	<u>3510</u>		

(LIST IN PRIORITY ORDER, HIGHEST TO LOWEST)

ITEM DESCRIPTION:	<u>Office Chairs</u>	N/R:	<u>0</u>	DEPARTMENT/ DIVISION:	<u>Microfilming Center</u>
UNIT COST:	<u>\$350</u>	QTY:	<u>2</u>	TOTAL COST:	<u>\$700</u>
ASSET TAG NUMBER:	<u>1-662803.2-#Unknown</u>				

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

Two of the chairs that were purchased when we moved into this facility have broken and are not repairable. These will be replaced with this request.

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

There will be a shortage of safe, usable chairs in the Microfilming Center.

ITEM DESCRIPTION:	-	N/R:	-	DEPARTMENT/ DIVISION:	-
UNIT COST:	-	QTY:	-	TOTAL COST:	-
ASSET TAG NUMBER:	-				

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  
1997 OPERATING BUDGET

FORM B-7

AGENCY	<u>Microfilming Center</u>	PAGE NUMBER	<u>1 of 2</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>October 8, 1996</u>

(LIST IN PRIORITY ORDER, HIGHEST TO LOWEST)

ITEM DESCRIPTION:	<u>Microfilm Reader Printer</u>	N/R:	<u>N</u>	DEPARTMENT/ DIVISION:	<u>Clerk of Courts/Juvenile</u>
UNIT COST:	<u>\$7,800</u>	QTY:	<u>1</u>	TOTAL COST:	<u>\$7,800</u>
ASSET TAG NUMBER:	<u>n/a</u>				

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

Due to a combination of the implementation of the Franklin County Justice System and Juvenile Tracking System, Juvenile Division has seen a 26% increase in new case filings alone. Their current reader printers are being overtaxed to meet the increased demand.

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

- Loss of productivity and poor service to clients, the Court, and other agencies desiring information.
- Increase in current equipment downtime.

ITEM DESCRIPTION:	<u>16mm Rotary Camera Image Marker</u>	N/R:	<u>N</u>	DEPARTMENT/ DIVISION:	<u>Recorder/Micrographics</u>
	<u>Computer Assisted Retrieval System</u>		<u>N</u>		
UNIT COST:	<u>\$1,855</u> <u>\$4,710</u>	QTY:	<u>1</u> <u>1</u>	TOTAL COST:	<u>\$6,565</u>
ASSET TAG NUMBER:	<u>n/a</u>				

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

16mm Rotary Camera Image Marker - Roll film will replace microfiche as the media for back up retrieval and off site storage of recorded documents under the new imaging system. The image marker is an accessory for an existing rotary camera. The attachment will allow for automatic retrieval of specific documents by document number when processed by a reader printer.

Computer Assisted Retrieval System - A computer assisted retrieval system is an attachment to an existing reader printer that enables automatic retrieval of recorded documents by document number. It works in conjunction with the image marker requested above. This equipment will be used to back up the imaging system for customer copy request in the event of system failure.

The roll film process is less labor intensive than the microfiche process. We estimate that four man hours will be saved by the Microfilming Center per day by filming the Recorder's documents in this format. This will free a filmer to do other jobs in the Center and enable us to better address the backlog of filming projects to be completed.

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

If this request is not approved there will be no feasible alternate method available to retrieve documents in the event of system failure within the imaging network. Each roll will have approximately 12,000 images and it would be extremely difficult to locate a document manually.

MICROFILMING EQUIPMENT  
1997 OPERATING BUDGET

FORM B-7

AGENCY	<u>Microfilming Center</u>	PAGE NUMBER	<u>2 of 2</u>
ORG DESCRIPTION	<u>n/a</u>	CONTACT NAME	<u>Marvin Farley</u>
FUND NO.	<u>010000</u>	DATE PREPARED OR REVISED	<u>October 4, 1998</u>
ORG NO.	<u>3510</u>		

(LIST IN PRIORITY ORDER, HIGHEST TO LOWEST)

ITEM DESCRIPTION:	<u>Low Volume Reader Printer</u>	N/R:	<u>R</u>	DEPARTMENT/ DIVISION:	<u>Domestic Assignment</u>
UNIT COST:	<u>\$3,000</u>	QTY:	<u>1</u>	TOTAL COST:	<u>\$3,000</u>
ASSET TAG NUMBER:	<u>57456</u>				

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

This office is experiencing changes due to the Juvenile Tracking and Franklin County Justice Systems going on line. They have been going down two floors to get records from the Clerk's Office. The increased activity is making this more difficult. This request will replace a dry silver reader printer that is only used for viewing because print quality is unacceptable. Cost savings would be realized through more efficient use of employee time.

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

The office will have to continue to operate as they currently do. This is time consuming and inconvenient for both offices.

ITEM DESCRIPTION:	<u>Microfiche Duplicator</u>	N/R:	<u>R</u>	DEPARTMENT/ DIVISION:	<u>Microfilming Center</u>
UNIT COST:	<u>\$45,000</u>	QTY:	<u>1</u>	TOTAL COST:	<u>\$45,000</u>
ASSET TAG NUMBER:	<u>2935</u>				

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

The High volume duplicators we have now are designed to run multiple fiche from computer generated rolls. It is no longer possible to get these fiche in this format. They come in cut form now. It would require a full time operator to complete some of the larger projects manually. The new equipment can be purchased with an attachment to run stacked out fiche, thereby solving the problem and allowing faster completion of smaller projects. Another option available to us is to outsource the large projects for duplication as we have been doing this year.

A second factor in making this request is the age and reliability of the two duplicators now in use. One is 11 years old and the one to be replaced is 15 years old, assuming they were new when purchased.

We intend to replace the oldest one now and to possibly phase out the other machine. This will depend upon the use of imaging throughout the County.

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

- Additional cost to outsource projects.
- Turn around time is significantly increased.
- Request for copies of these fiche can be sporadic. This makes it difficult to determine how many copies are required. It is necessary to either order more copies than are requested or to go through the process again.

MICROFILMING EQUIPMENT  
1997 OPERATING BUDGET

FORM B-7

AGENCY	<u>Auditor</u>	PAGE NUMBER	<u>1 of 1</u>
ORG DESCRIPTION	<u>REAF</u>	CONTACT NAME	<u>Tony Frisora</u>
FUND NO.	<u>080000</u>	DATE PREPARED OR REVISED	<u>September 3, 1998</u>
ORG NO.	<u>1340</u>		

(LIST IN PRIORITY ORDER, HIGHEST TO LOWEST)

ITEM DESCRIPTION:	<u>Microfiche Reader Printer</u>	N/R:	<u>N</u>	DEPARTMENT/ DIVISION:	<u>Real Estate</u>
UNIT COST:	<u>\$8,000</u>	QTY:	<u>1</u>	TOTAL COST:	<u>\$8,000</u>
ASSET TAG NUMBER:	<u>n/a</u>				

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

With additional records being filmed the need to retrieve is necessary.

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

ITEM DESCRIPTION:	-	N/R:	-	DEPARTMENT/ DIVISION:	-
UNIT COST:	-	QTY:	-	TOTAL COST:	-
ASSET TAG NUMBER:	-				

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.)





**1997 APPROPRIATION**

<b>010000</b>	<b>3510</b>	<b>MICROFILMING BOARD</b>	
	1000	Personal Services	\$473,646
	1100	Fringe Benefits	0
	1120	PERS	64,186
	1130	Medicare Tax	6,631
	1150	Unemployment Compensation	0
	1170	Worker's Compensation	0
	1500	Materials and Supplies	95,500
	2000	Services and Charges	104,080
	3000	Grants	0
	3500	Contingency	0
	4000	Capital Outlays	56,500
	4500	Debt Service	0
	4700	Cash Transfer	0
<b>TOTAL</b>			<b>\$800,543</b>

## 1997 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	\$45,000	ONE MICROFICHE DUPLICATOR	MICROFILMING CENTER	\$45,000
	\$7,800	ONE MICROFILM READER PRINTER	CLERK OF COURTS (JUVENILE)	\$7,800
	\$3,000	LOW VOLUME READER PRINTER	DOMESTIC RELATIONS	\$3,000
	\$6,565	COMPUTERIZED RETRIEVAL SYSTEM	RECORDER'S OFFICE	0
CAPITAL EQUIPMENT	\$700	TWO OFFICE CHAIRS	MICROFILMING CENTER	\$700
PERSONAL SERVICES	\$4,000	SALARY INCREASE FOR ALL STAFF	MICROFILMING CENTER	0
PERS	\$542			0
MEDICARE	\$38			0
PERSONAL SERVICES	\$9,588	INCREASE PART TIME HOURLY WAGE	MICROFILMING CENTER	\$9,588
PERS	\$1,299			\$1,299
MEDICARE	\$139			\$139
PERSONAL SERVICES		PERSONNEL COST INCREASE @ 3.5%		\$15,693
PERS				\$2,126
MEDICARE				\$220
TOTALS	\$78,691			\$85,565