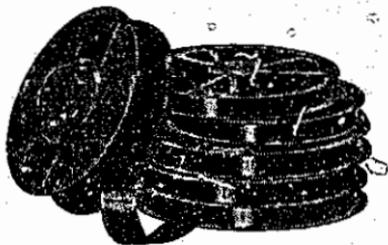


FRANKLIN COUNTY MICROFILMING CENTER



1997 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: The Franklin County Microfilming Board
 The Franklin County Board of Commissioners

FROM: Richard B. Metcalf, Administrator

DATE: April 6, 1998

SUBJECT: 1997 Annual Report

In accordance with Ohio Revised Code Section 307.805, we are submitting herewith the 1997 Annual Report for the Franklin County Microfilming Center. The report outlines the accomplishments and goals of the Center and contains the 1997 Production Reports for the Center and the satellite operations of various County agencies. Included are the appropriations and expenditures for fiscal year 1997, and the 1998 budget request with the subsequent appropriations.

I would like to take this opportunity to commend Director Marvin Farley, Supervisor Robert Beacom and their staff and highlight some of their accomplishments:

- Modifications and repairs were completed, a new climate control unit was installed and the County's master film records were transferred to the new vault in the basement of the Courthouse Annex. While we are most appreciative of the generosity of the Ohio Historical Society for allowing our records to be stored there for three years, this move allows the master film to be in closer proximity to the Center while maintaining appropriate climate requirements for microfilm archival storage. We appreciate the cooperation of the Commissioners and the services of Public Facilities Management in helping to achieve this long-needed goal.
- A feasibility study for a COM recorder purchase was completed. This equipment transfers computer generated data to microfilm, eliminating the need to have staff manually film documents. In addition to the current need to produce indexes, the equipment would be used to create film for archival record retention from imaging systems. We intend to present this study to the Microfilming Board for discussion and recommendations.
- A salary survey study was done by David M. Griffith & Associates resulting in much needed salary increases for some staff members.

- A comprehensive reevaluation of microfilming service costs was completed to encompass the new salaries and other increased costs.
- The Center continued to realize the benefits of retaining an in-house technician. Approximately \$85,000 is saved annually on service agreements for major equipment alone. About 150 other pieces of equipment are serviced in-house as well. Other advantages are 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.
- The following capital equipment items were purchased:
 - One microfiche duplicator (Microfilming Center)
 - Two replacement office chairs (Microfilming Center)
 - One climate control unit (Master Film Storage Vault)
 - One reader printer (Clerk of Courts - Juvenile)
 - One microfiche/roll film carrier for an existing reader printer (Recorder)
(This purchase allowed the move of an existing reader printer to Domestic Relations as an alternative to buying a new one.)
 - One reader printer (Auditor - Real Estate)
(This item was purchased using Auditor's non-general funds.)
- A 9.4 percent increase was realized in the total number of images produced by the Microfilming Center and the satellite operations of various County agencies.
- Approximately 1,800 cubic feet of records were recycled by the Microfilming Center utilizing the County's recycling program. About 1300 cubic feet of records were returned to originating offices for disposal.

1998 objectives for the Microfilming Center include:

- Installation of replacement computer equipment that was approved in the 1998 Operating Budget to enable the use of FIMS, and to obtain a connection to the Recorder's imaging system. Some necessary procedural changes were made in the Microfilming Center when the Recorder's new computer/imaging system went on-line. A connection will allow our camera operators to view documents when questions arise, thereby assuring consistency between the microfilmed and electronic images without making personal contacts with the Recorder's staff, saving time and man-hours.
- Finalizing purchases of new and replacement equipment appropriated in the 1998 Operating Budget.
- Initiation of filming for non-general fund agencies on a cost-per-project basis.
- Endeavoring to consistently enhance production quality.

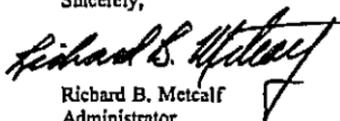
In 1997, over 15 million daily source and history records were filmed by the Microfilming Center and various other County agencies. As of December 31, 1997, the total number of images produced since the establishment of the Microfilming Board in 1985 are:

History	38,759,788
<u>Daily Source</u>	<u>61,490,129</u>
Total	100,249,917

The above figures demonstrate that the County has been well served by the creation of the Microfilming Board/Center. As production increases each year, the Center will continue to be an asset. Computerization may allow a more cost efficient operation; however, it is the general opinion of well known archivists that the best way to archive records, and comply with Ohio law, is with microfilm. This method is likely to continue to be recommended for some time.

As we summarize another prolific year, we extend our heart-felt appreciation to all who were associated with and had an impact on the achievements of this office. Gratefully acknowledging the members of the Microfilming Board for their constant support and understanding, the continuing foresight and cooperation of the Commissioners and the attainments of our excellent staff, I am pleased to present the 1997 Annual Report.

Sincerely,



Richard B. Metcalf
Administrator

MICROFILMING CENTER
1997 ANNUAL REPORT
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FRANKLIN COUNTY MICROFILMING BOARD
1977

OFFICERS and MEMBERS

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

REPRESENTATIVES

For Bobbie M. Hall	CHRISTINE FINLEY HERBERT KEIFER GARY M. WEIMAR
For Jesse D. Oddi	SHARON PENINGTON EMILY SHAW JOHN WOLF
For Richard B. Metcalf	PAT DAWSON
For Dewey R. Stokes	DEBBIE MAY BARBARA REEVES
For Joseph W. Testa	ANTHONY J. FRISSORA ROSS A. CHAMBERS

MICROFILMING CENTER STAFF
1997

Richard B. Metcalf
Administrator

Marvin Farley
Director

Robert Beacom
Supervisor

Linda Paolucci
Administrative Assistant

Lee Ryan
Equipment Technician

Carl Reardon
History Project Coordinator

Daily/History Microfiche Production

Nada Kuzevska
Kevin Lyman
Joseph Tiberi
Carrie Workman

History Microfilm Production

Phillip Banks
Ann Beeler
Mildred Carreker
David Cobb
Traci Cunningham
Rochelle Johnson
Terry Perkins
Rannac Rucker
Adelaide White

Film Processing

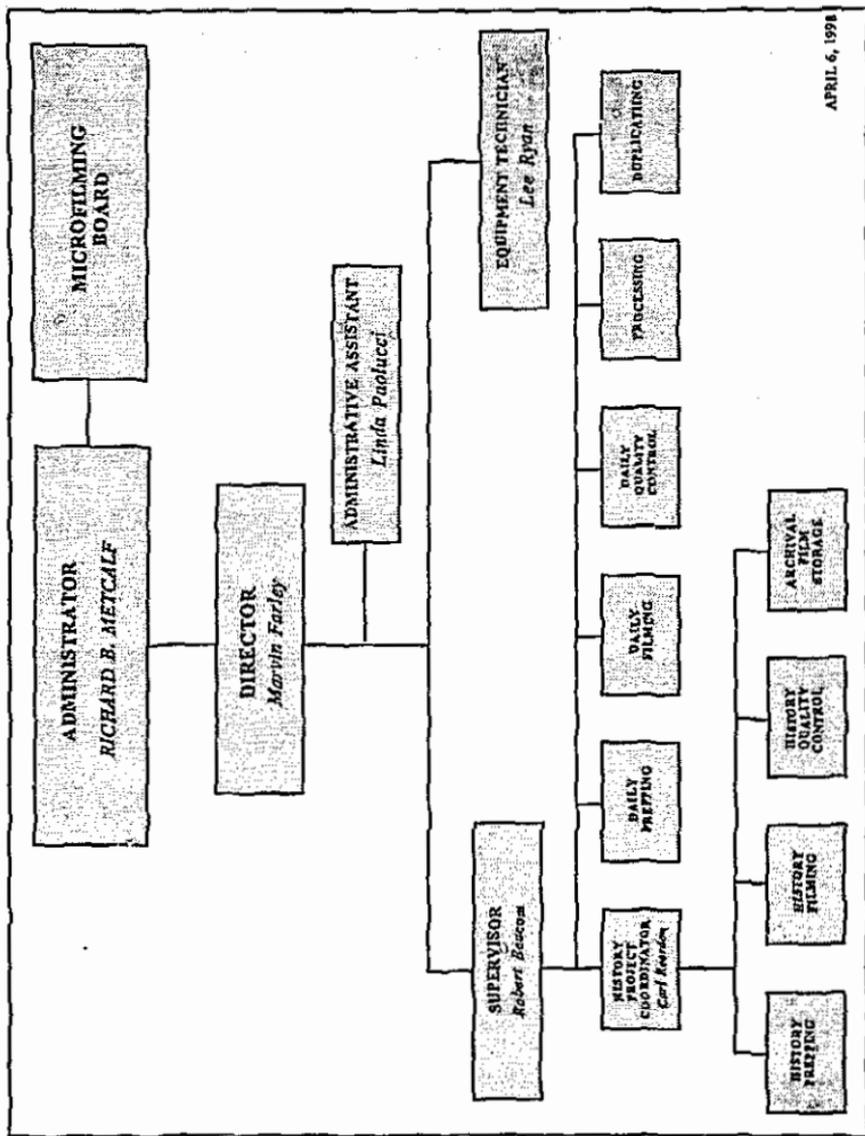
Ted Blain

Oversized Document Filming

William Shutt

FRANKLIN COUNTY MICROFILMING CENTER

Table of Organization



APRIL 6, 1998

MICROFILMING CENTER PRODUCTION REPORT
From 01/01/97 to 12/31/97

105mm Step and Repeat Camera		Fiche	Dupes	Images
Daily				
Clerk of Courts	Civil Notices (CV-3)	429	429	83,321
	Criminal Notices (CR-2)	477	477	92,583
	Criminal Expungements 1994-1995	<u>92</u>	<u>92</u>	<u>4,163</u>
Clerk of Courts Totals		998	998	180,067
Microfilm Center	Work Verification Forms	24	24	3,210
Recorder	Daily Sheets	30	30	4,064
	Financing Statements	107	642	21,388
	Official Records	3,885	130,659	746,910
	Soldier's Discharges	<u>2</u>	<u>4</u>	<u>400</u>
	Recorder Totals	4,024	131,335	772,762
Treasurer	Address Change Cards	80	80	11,590
Daily Totals		5,126	132,437	967,629
History				
Auditor	Index - 1099 & Misc. Forms, 1989-1995	1	2	1
	Index - Board of Revision, 1990-1996	1	2	56
	Index - Property Record Cards, 1987	1	2	200
	Index - Warrants, 1993	1	2	200
	Index - Warrants, 1994	<u>1</u>	<u>2</u>	<u>200</u>
Auditor Totals		5	10	657
Clerk of Courts	Civil Index Books, 1811-1975	416	832	41,600
	Civil Notices, July-October, 1996	38	38	7,600
	Criminal Witness Subpoenas, 1995	105	210	21,000
	Domestic Notices (DR-2)	12	36	2,400

MICROFILMING CENTER PRODUCTION REPORT
 From 01/01/97 to 12/31/97

105mm Step and Repeat Camera

Fiche Dupes Images

History Continued

Clerk of Courts	Index - Criminal, 1992	1	1	200
	Index - Dependant Parentage, 1990	1	1	200
	Index - Dissolutions, 1990	1	2	200
	Index - DR-DM-DV, 1991	2	3	98
	Index - Juvenile, 1990	3	6	388
	Index - MI, 1993-1996	1	1	200
	Juvenile Docket Books 167-519, 1960-1988	<u>617</u>	<u>1,851</u>	<u>64,500</u>
	Clerk of Courts Totals	1,197	2,981	138,386
Comm.	Commissioner's Resolutions, 1990-1991	107	107	21,400
	Index & Cr Ref to Comm Res, 1990-1991	<u>4</u>	<u>4</u>	<u>800</u>
	Commissioner Totals	111	111	22,200
Coroner	Toxicology Reports, 1977-1987	147	294	29,400
	Toxicology Reports, 1988-1992	<u>132</u>	<u>264</u>	<u>24,400</u>
	Coroner Totals	279	558	53,800
Microfilm Center	Budget Requests, 1985-1994	1	1	160
Prosecutor	PR-1/Juvenile Cases, 9/1990-12/1992	510	510	102,000
	Index - Del/Abuse/Neg Dep, 1989-1995	<u>1</u>	<u>2</u>	<u>23</u>
	Prosecutor Totals	511	512	102,023
Recorder	Deed Index Books	11	33	746
	History Totals	2,117		

MICROFILMING CENTER PRODUCTION REPORT
From 01/01/97 to 12/31/97

16mm Rotary Camera		Rolls	Dupes	Images	
History					
Auditor	1099 & Miscellaneous Forms, 1989-1995	3	3	12,166	
	Board of Revisions, 1990-1996	34	34	185,839	
	Payroll & Welfare Warrants, 1992	15	15	404,434	
	Payroll & Welfare Warrants, 1993	25	25	432,002	
	Payroll & Welfare Warrants, 1994	22	22	404,626	
	Property Record Cards, 1987	<u>6</u>	<u>6</u>	<u>26,123</u>	
	Auditor Totals	105	105	1,465,190	
	Clerk of Courts	Appeals Cases, 1993	46	46	299,162
		Civil Cases & Transcripts, 1992	137	137	834,008
		Criminal Cases, 1992	84	84	487,811
DR-DM-DV Cases, 1991		90	90	523,826	
DR-DM-DV Cases, 1992		90	90	536,529	
Juvenile Cases, 1990		49	49	308,099	
Juvenile Cases, 1991		106	106	608,948	
MI Cases, 1993-1996		2	2	9,277	
Miscellaneous Criminal Cases, 1994		<u>1</u>	<u>1</u>	<u>2,888</u>	
Clerk of Courts Totals	605	605	3,610,548		
Probate	Adoption Dockets 306-316	1	1	898	
	Court Calendar Yearly Books, 1991-1996	1	1	1,676	
	Landsale Record Books	1	1	3,152	
	Mental Dockets	<u>1</u>	<u>1</u>	<u>3,956</u>	
	Probate Totals	4	4	9,682	
Prosecutor	Viable Witness/Del, 1989-1995	9	9	48,033	
	Abuse/Neg/Dep, 1989-1995	<u>10</u>	<u>10</u>	<u>54,144</u>	
	Prosecutor Totals	19	19	102,177	
Recorder	Mortgage Books	31	31	83,644	
History Totals		764	764	5,271,241	

b

MICROFILMING CENTER PRODUCTION REPORT
From 01/01/97 to 12/31/97

Aperture Card Camera		Masters	Dupes	Images
Daily				
Recorder	Condominium Plats	426	1,704	426
	Plats	<u>226</u>	<u>1,130</u>	<u>226</u>
	Recorder Totals	652	2,834	652
	Daily Totals	652	2,834	652
History				
Comm.	Commissioner's Resolutions, 1990-1991	3	3	3
Facilities Management	Structure Blueprints	7,800	15,600	7,800
	History Totals	7,803	15,603	7,803
Duplicates Only				
Auditor	Miscellaneous	0	1	0
Recorder	Miscellaneous	0	10	0
	Duplicates Only Totals	0	11	0

MICROFILMING CENTER PRODUCTION REPORT
From 01/01/97 to 12/31/97

35mm Planetary Camera		Masters	Dupes	Images
History				
Clerk of Courts	Juvenile Docket Books 167-519, 1960-1988	2	6	2,459
Recorder	Soft Jacket Dced Book Replacements	0	0	1,037
	History Totals	2	6	3,496

MICROFILMING CENTER PRODUCTION REPORT
From 01/01/97 to 12/31/97

105mm Microfiche Duplicator		Fiche	Duplicates
Computer Output Microfiche			
Auditor	ARMS	1,885	343
	CAPS	2,082	0
	Manufactured Homes	9	9
	Miscellaneous Accounts	<u>1,320</u>	<u>727</u>
	Auditor Totals	5,296	1,079
Board of Elections	Clerk of Courts List Alpha Sequence	160	474
Clerk of Courts	Appeals Index	72	432
	Case Dispositions Alpha and Numeric	2	8
	Civil Index	1,212	23,760
	Criminal Index	495	2,333
	Domestic Index	818	6,544
	Juvenile Index	1,322	3,813
	Miscellaneous	<u>68</u>	<u>0</u>
	Clerk of Courts Totals	3,989	36,890
Data Center	Miscellaneous	1,263	0
Recorder	Deed Index	138	276
	Financing Statements Index	126	514
	General Index	1,270	36,481
	Partnership Index	3	69
	Precorrections - Financing Statements Index	1	1
	Precorrections - General Index	3	2
	Veterans Graves - Name/Cemetery	<u>105</u>	<u>210</u>
	Recorder Totals	1,646	37,553

MICROFILMING CENTER PRODUCTION REPORT
 From 01/01/97 to 12/31/97

105mm Microfiche Duplicator		Fiche	Duplicates
Computer Output Microfiche Continued			
Treasurer	Alpha Index	237	3,378
	Tax Duplicates	1,809	19,123
	Tax Payments	<u>206</u>	<u>644</u>
	Treasurer Totals	2,252	23,145
Computer Output Microfiche Totals		14,606	99,141
Duplicates Only			
Auditor	Miscellaneous	53	53
Clerk of Courts	Juvenile Expungements	3	6
	Miscellaneous	<u>621</u>	<u>978</u>
Clerk of Courts Totals		624	984
Probate	Miscellaneous	114	114
	Soft Jackets	<u>3,442</u>	<u>4,162</u>
Probate Totals		3,556	4,276
Prosecutor	Miscellaneous	19	19
Recorder	Miscellaneous	209	386
Sheriff	Miscellaneous	4	7
Duplicates Only Totals		4,465	5,725

MICROFILMING CENTER PRODUCTION REPORT
From 01/01/97 to 12/31/97

16mm/35mm Roll Film Duplicator		Rolls	Duplicates
Duplicates Only			
Auditor	Miscellaneous	3	3
Clerk of Courts	Miscellaneous	320	320
Coroner	Miscellaneous	3	3
Probate	Miscellaneous	29	29
Prosecutor	Miscellaneous	11	11
Recorder	Miscellaneous	1	1
Duplicates Only Totals		367	367

SATELLITE CAMERA PRODUCTION REPORT
From 01/01/97 to 12/31/97

105mm Step and Repeat Camera		Fiche	Dupes	Images
Daily				
Auditor	Transfers and Conveyance Sheets	282	2,893	55,221
	Various Records	46	54	9,200
	Vendor's License	<u>91</u>	<u>91</u>	<u>17,605</u>
	Auditor Totals	419	3,038	82,026
Clerk of Courts	Appeals (AP-1)	2,049	6,147	409,800
	Civil Daily (CV-1)	5,498	27,490	1,099,600
	Civil Notaries (CV-2)	48	93	9,600
	Civil Notices (CV-3)	41	41	8,200
	CSEA Billing Report (CV-5)	27	27	4,960
	Jury Vouchers (CV-6)	9	9	1,800
	Notary Signature Cards (CV-8)	144	576	28,800
	Criminal Daily (CR-1)	2,529	20,232	505,800
	Criminal Notices (CR-2)	170	170	34,000
	Domestic Daily (DR-1)	4,383	43,830	876,600
Juvenile Daily (JU-1)	<u>5,814</u>	<u>62,581</u>	<u>1,162,800</u>	
Clerk of Courts Totals		20,712	161,196	4,141,960
Prosecutor	Case Files (PR-1)	1,322	1,322	264,400
Sheriff	Detective Bureau	466	932	93,200
Daily Totals		22,919	166,488	4,581,586
History				
Clerk of Courts	Criminal Expungements	1,008	1,761	183,192
	Domestic Notices (DR-2)	328	984	65,600
	Juvenile Expungements	<u>157</u>	<u>314</u>	<u>9,053</u>
Clerk of Courts Totals		1,493	3,059	257,845
History Totals		1,493	3,059	257,845

SATELLITE CAMERA PRODUCTION REPORT
From 01/01/97 to 12/31/97

16mm Rotary Camera		Rolls	Dupes	Images
Daily				
Auditor	Personal Property Tax Forms	64	0	148,996
Probate	Various Records	371	220	648,014
Treasurer	Checks	84	0	3,146,472
	Daily Totals	519	220	3,943,482

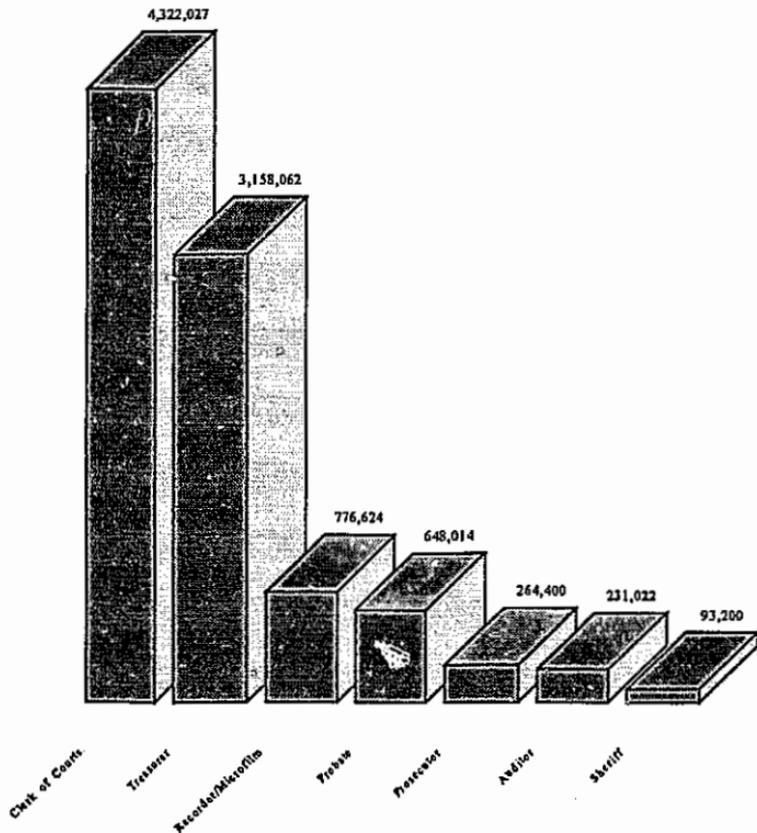
EQUIPMENT DOWN TIME REPORT
From 01/01/97 to 12/31/97

No.	Equipment Description	Location	Down Hours
1	Hybrid Step and Repeat Camera	Auditor	0
2	Documate I Step and Repeat Camera	Microfilming Center	1.75
3	Datagraphix Step and Repeat Camera	Microfilming Center	17.00
4	Image Systems Step and Repeat Camera	Microfilming Center	0
5	Exttek Step and Repeat Camera	Domestic Relations	3.50
6	Exttek Step and Repeat Camera	Juvenile	1.75
7	Exttek Step and Repeat Camera	Appeals	3.50
8	Exttek Step and Repeat Camera	Criminal/Civil	34.50
9	Datagraphix Step and Repeat Camera	Criminal/Civil	38.75
10	Hybrid Step and Repeat Camera	Prosecutor	0
11	Datagraphix Step and Repeat Camera	Sheriff	3.00
13	Xidex 16mm Rotary Camera	Auditor	1.25
14	Xidex 16mm Rotary Camera	Auditor	0
15	Xidex 16mm Rotary Camera	Microfilming Center	138.00
16	Kodak 16mm Rotary Camera	Board of Elections	1.00
17	Kodak 16mm Rotary Camera	Microfilming Center	0
19	Kodak 35mm Planetary Camera	Microfilming Center	0
20	Tamaron Aperture Card Camera	Microfilming Center	10.50
21	Kodak 16mm Rotary Camera	Probate	13.75
22	Xidex 16mm Rotary Camera	Probate	.25
23	Xidex 16mm Rotary Camera	Probate	0
24	Xidex 16mm Rotary Camera	Treasurer	0
25	Allen Products Film Processor	Microfilming Center	7.25
26	Ozolid Roll Film Duplicator	Microfilming Center	67.00
27	Bruning Microfiche Duplicator	Microfilming Center	2.75
28	CMI Microfiche Duplicator	Microfilming Center	17.50
50	Kodak 16mm Rotary Camera	Microfilming Center	0
51	Kodak 16mm Rotary Camera	Microfilming Center	64.00
52	Kodak 16mm Rotary Camera	Microfilming Center	0
Total Product/Equipment Down Time			427.00

* Equipment identification numbers are not always sequential.

DAILY SOURCE IMAGES PRODUCED PER OFFICE

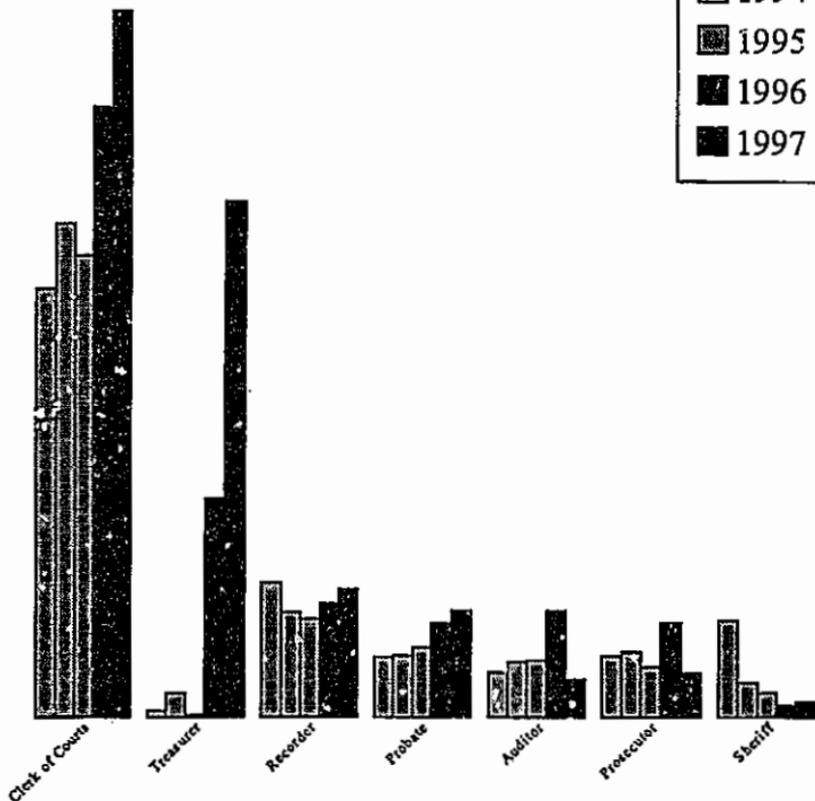
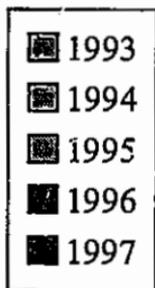
Records reduced to film in 1997 by participating offices eliminating the need for history filming



TOTAL = 9,493,349

Daily Recorder records are filmed by the Microfilming Center

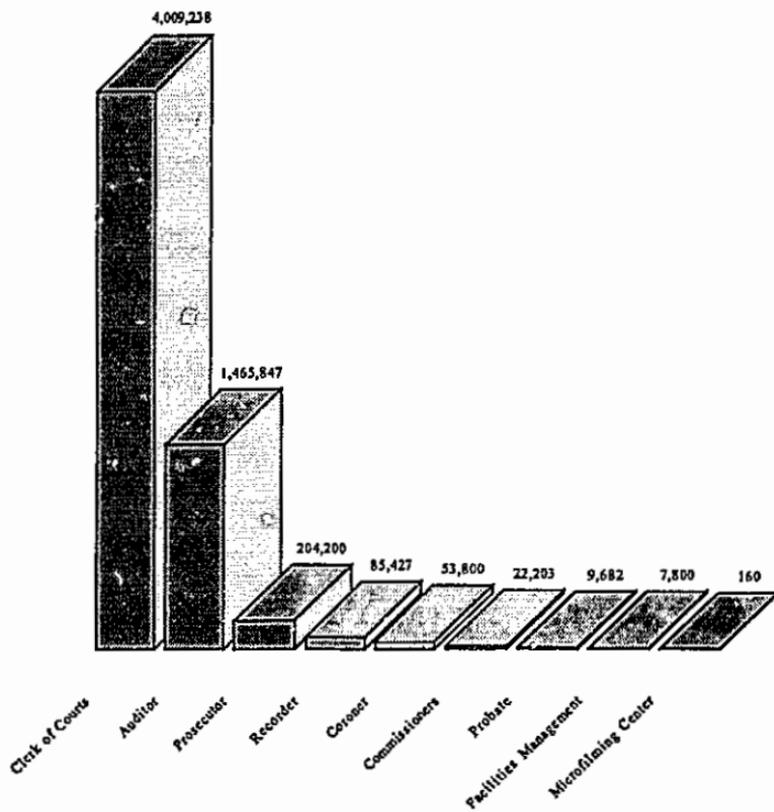
DAILY SOURCE IMAGES PRODUCED - FIVE YEAR TREND



1993	2,632,800	37,000	817,457	364,643	272,093	373,200	587,400
1994	3,032,000	142,909	638,006	377,734	334,897	394,600	208,800
1995	2,831,736	15,800	599,300	426,207	344,133	305,000	147,600
1996	3,740,400	1,337,195	594,223	269,917	646,394	574,000	72,400
1997	4,322,027	3,158,062	775,624	648,014	231,022	264,400	93,200

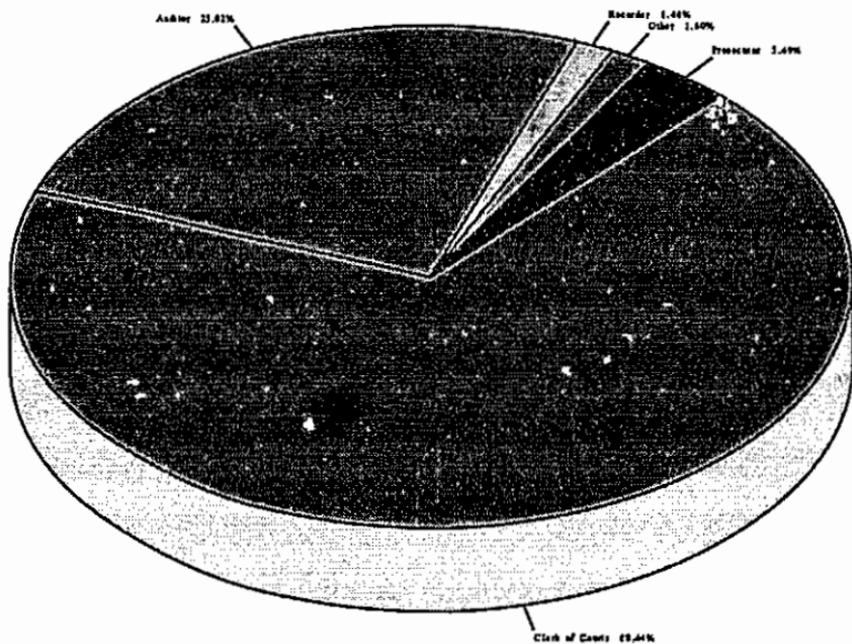
HISTORY IMAGES PRODUCED BY THE MICROFILMING CENTER

1997 TO *ALS

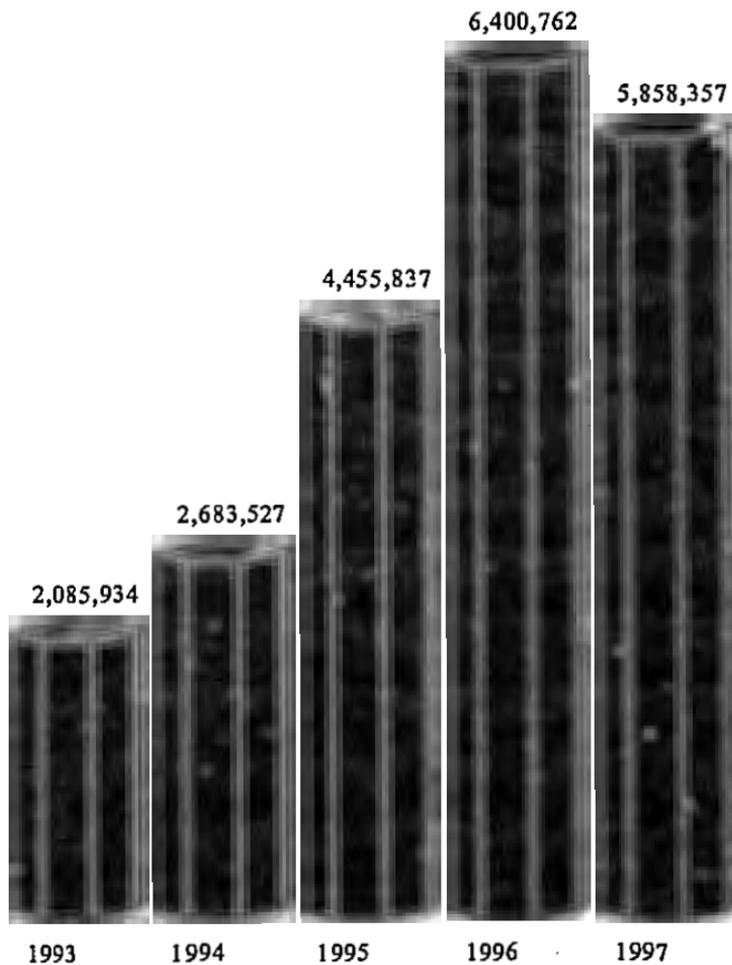


TOTAL = 5,858,357

HISTORY IMAGES PRODUCED BY THE MICROFILMING CENTER
1997 PERCENTAGES



HISTORY IMAGES PRODUCED - FIVE YEAR TREND



FINAL 1997 APPROPRIATION STATUS REPORT

Object Account	Total Appropriation	Total Expenditures	Total Encumbrances	Available Balance *
1000 Personal Services	473,646.00	464,917.67		8,728.33
1120 PERS Contribution	64,186.00	61,926.08		2,259.92
1130 Medicare Tax	6,631.00	5,555.17		1,075.83
1500 Materials and Supplies	85,900.00	68,942.04		16,957.96
2000 Services and Charges	104,080.00	87,646.31	3,300.00	13,133.69
4000 Capital Outlays	66,100.00	19,859.94	44,900.00	1,340.06
Total	800,543.00	708,847.21	48,200.00	43,495.79

* Available balance returned to General Fund.

**SUMMARY OF FUND APPROPRIATION
1998 OPERATING BUDGET**

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

CONTACT OR PREPARER Marvin Farley
 DATE PREPARED OR REVISED October 27, 1997

	FY 1996 ACTUAL EXPENDITURE	FY 1997 ORIGINAL APPROPRIATION	FY 1997 TRANSFER, SUPPLEMENTAL OR ANNUALIZED APPROPRIATION	FY 1998 APPROPRIATION DECREASE	FY 1998 CONTINUATION REQUEST (2 + 3 + 4)	FY 1998 EXPANDED REQUEST	FY 1998 TOTAL REQUEST (5 + 6)
ACCOUNTS	COLUMN #1	COLUMN #2	COLUMN #3	COLUMN #4	COLUMN #5	COLUMN #6	COLUMN #7
1000 PERSONAL SERVICES	\$441,384	\$473,646			\$473,646	0	\$473,646
1100 FRINGE BENEFITS	0	0			0		0
1120 PERS	59,808	64,186			64,186	0	64,186
1130 MEDICARE	4,926	6,631			6,631	0	6,631
1150 UNEMPLOYMENT COMP.	0	0			0		0
1170 WORKERS COMP.	0	0			0		0
1500 MATERIALS & SUPPLIES	70,924	95,500			95,500	0	95,500
2000 SERVICES & CHARGES	83,870	104,080			104,080	0	104,080
3000 GRANTS	0	0			0		0
4000 CAPITAL EQUIPMENT	29,014	56,500	N/A	N/A	N/A	9,950	9,950
4500 DEBT SERVICE	0	0			0		0
4700 CASH TRANSFER	0	0			0		0
OTHER	0	0			0		0
TOTAL	\$689,926	\$800,543	\$0	\$0	\$744,043	\$9,950	\$753,993

**CAPITAL EQUIPMENT REQUEST
1998 OPERATING BUDGET**

(Do not include capital listed on Forms B-3)
(List capital in priority order, highest to lowest)

AGENCY	<u>Microfilming Center</u>	CAPITAL PAGE NUMBER	<u>1 of 1</u>
ORG DESCRIPTION	<u>n/a</u>		
FUND NO.	<u>010000</u>		
ORG NO.	<u>3510</u>	DATE PREPARED OR REVISED	<u>October 24, 1997</u>

ITEM DESCRIPTION:	<u>Chairs</u>	DEPARTMENT/ DIVISION:	<u>History Production</u>
UNIT COST:	<u>\$350</u>	QTY:	<u>9</u>
		TOTAL COST:	<u>\$3,150</u>
NEW/REPLACEMENT (N/R):	<u>(R)</u>	ASSET TAG # OF REPLACED ITEM:	<u>2775,2797,2802,2805,2861 2918,4356,70864,1-no tag</u>

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

All of these chairs are about 10 years and older. They should be replaced as soon as possible because they are not safe due to design and age. The backs are attached with hand nuts and, with wear, it is hard to get or to keep them tight. I have been replacing a few of them each year but a recent event with one of them has prompted me to request that they all be replaced as soon as possible. The back of one broke off and nearly caused the occupant to fall backwards out of the chair.

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

Possible injuries and worker's compensation claims.

ITEM DESCRIPTION:	<u>Computer Workstations</u>	DEPARTMENT/ DIVISION:	<u>Administration</u>
UNIT COST:	<u>\$1,100</u>	QTY:	<u>3</u>
		TOTAL COST:	<u>\$3,300</u>
NEW/REPLACEMENT (N/R):	<u>2-(R),1-(N)</u>	ASSET TAG # OF REPLACED ITEM:	<u>2292, 77862</u>

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

The desks that are currently in use are not designed to be computer stations. They are make-shift stations that were obtained from surplus furniture. One is some sort of equipment table and the other is a regular office desk. They are both uncomfortable and inefficient. The staff members in these two cases spend considerable time doing computer tasks and I am concerned about the ergonomics of these desks and the possibility of repetitive motion injuries.

A computer was added to the Microfilming Center's local network recently. This request is being revised to include a workstation for the addition, increasing the request total from two to three units.

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

Possible repetitive motion injuries and worker's compensation claims.

**MICROFILMING EQUIPMENT REQUEST
1998 OPERATING BUDGET**

(List microfilming equipment in priority order, highest to lowest)

AGENCY	<u>Microfilming Center</u>	MICROFILMING PAGE NUMBER	<u>1 of 1</u>
ORG DESCRIPTION	<u>n/a</u>		
FUND NO.	<u>010000</u>		
ORG NO.	<u>3510</u>	DATE PREPARED OR REVISED	<u>August 25, 1997</u>

ITEM DESCRIPTION:	<u>Low Volume Reader Printer</u>	DEPARTMENT/ DIVISION:	<u>Court of Common Pleas/ Domestic Relations</u>
UNIT COST:	<u>\$3,500</u>	QTY:	<u>1</u>
		TOTAL COST:	<u>\$3,500</u>
NEW/REPLACEMENT (N/R):	<u>(R)</u>	ASSET TAG # OF REPLACED ITEM:	<u>058557</u>

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

The magistrate's office currently has a unit that can view only. It does not have the capacity to print a copy of the documents on fiche. There is an average of approximately 250 cases per week docketed before the magistrates. In many cases, the Clerk's Office does not have the hard copy of the file and recently filed documents may not have been placed in the Court file yet. This requires that a copy of any required documents be made from microfiche. Currently, the court officers contact the Clerk's Office to get a hard copy for the hearing. This takes time from the Clerk's personnel and the court officer and delays the magistrate in beginning the hearing until the document is available.

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

The magistrate's and court officers' time, as well as that of the Clerk's personnel will continue to be used inefficiently.

ITEM DESCRIPTION:	_____	DEPARTMENT/ DIVISION:	_____
UNIT COST:	_____	QTY:	_____
		TOTAL COST:	_____
NEW/REPLACEMENT (N/R):	_____	ASSET TAG # OF REPLACED ITEM:	_____

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

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

1998 APPROPRIATION

010000	3510	Microfilming Center	
10320	5100	Personal Services	\$514,322
	5141	PERS	69,691
	5143	Medicare Tax	7,458
	5150	Fringe Benefits	0
	5173	Worker's Compensation	0
	5174	Unemployment Compensation	0
	5200	Services and Charges	104,080
	5300	Materials and Supplies	75,500
	5400	Capital Outlays	6,900
	5500	Grants	0
	5600	Debt Service	0
	5700	Cash Transfer	0
	5800	Contingency	<u>0</u>
	Total		\$777,951

1998 EXPANDED BUDGET SUMMARY

<u>Account</u>	<u>Request</u>	<u>Description</u>	<u>Agency</u>	<u>Funded</u>	<u>Amount</u>
Personal Services		David M. Griffith & Associates Salary Survey and Study	Microfilming Center		\$24,098
PERS					3,259
Medicare					350
Personal Services		3.5 % salary increase			16,578
PERS					2,246
Medicare					477
Capital Outlays	\$3,150	9 - Replacement chairs	Microfilming Center	4 - Chairs	1,200
	3,300	3 - Replacement workstations	Microfilming Center	2 - Workstations	2,200
	3,500	1 - Low volume reader printer	Domestic Relations	1 - Reader printer	3,500
Total					\$53,908