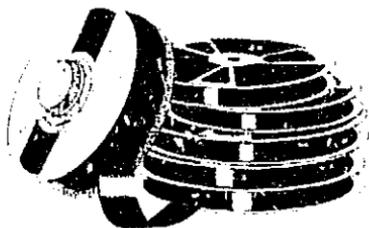


# **FRANKLIN COUNTY MICROFILMING CENTER**



## **2000 ANNUAL REPORT**

Robert G. Montgomery, Administrator

Marvin Furley, Director



## FRANKLIN COUNTY MICROFILMING CENTER

Robert G. Montgomery  
Administrator  
Marvin Farley  
Director

Franklin County Microfilming Board  
Joseph W. Testa, Chairman  
Joseph W. Testa, Chairman  
Robbie M. Hall, Vice-Chairman  
Robert G. Montgomery, Secretary  
Dewey R. Stokes, Member  
John O'Grady, Member

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

From: Marvin Farley, Director

Date: April 2, 2001

Subject: 2000 Annual Report

This report is prepared in accordance with Ohio Revised Code Section 307.805. It contains information regarding the operations of the Microfilming Center and the microfilm production of various satellite agencies. Summaries of the Microfilming Center's 2000 expenditures and 2001 appropriations are included.

The year 2000 was the first full year of production for the COM (computer output microfiche) recorder. Several jobs were added and nearly three million images were downloaded to microfiche.

We have met with Probate Court staff about downloading documents from their new imaging system. They may be ready by August of this year, allowing a cumbersome cut and stuff microfilming process to be abandoned. The Clerk of Courts has begun the process of installing an imaging system. When it is on-line, a system that requires documents to be manually filmed twice can be eliminated.

As these and other systems become available for COM production, it will be challenging to manage the time needed to format the images before they are downloaded to microfiche. Adding more work-shifts or computer terminals in the Center may be necessary. Another option may be to add software in the originating offices to format the files before transfer.

Microfilm systems are becoming less common as the document storage industry shifts to computer imaging. This evolution makes it more difficult to maintain and purchase equipment. There are fewer items and suppliers available and it may not be cost effective to purchase equipment for users who are planning or implementing system conversions. Our strategy is to replace old equipment as needed if it will be used for an extended period of time. If there appears to be a short-term need, we try to extend the useful life of the equipment that is in place.

A factor that contributes to the ability to prolong the usefulness of some equipment is our utilization of an in-house equipment technician. Other benefits are savings in excess of \$100,000 annually on service agreements and other maintenance costs and a significant decrease in downtime. The reasons for downtime reduction are preventive maintenance measures, faster response to service calls and the ability to schedule major repairs when equipment is not in use.

In 2000, with the exception of one unit, we completed the replacement of 19 obsolete reader printers that are out of production and no longer serviceable after 2001. Replacement began in 1999. The final unit is being replaced this year. Additionally, two new reader printers were purchased; one each by the Treasurer's Office and the Child Support Enforcement Agency.

We will keep the County's microfilming equipment functional and up to date in the best conceivable way. When possible, agencies are directed to paths that will allow documents to be downloaded using the COM recorder to reduce equipment issues and labor costs.

Another goal is the removal of the County's master film records from the basement of the Courthouse Annex this year. The records will be returned to the jurisdiction of the originating agencies. They may elect to store them with a private agency or at a new off-site location the Clerk of Courts is moving to. They plan to offer storage and retrieval services to other agencies. The climate control and storage equipment that is used in the Annex can be transferred to the new location.

Nearly twelve million documents were manually filmed by various agencies in 2000. The total filmed since the Microfilming Board was established in 1985 is more than 140 million. The COM recorder produced almost 800,000 images from the Recorder's imaging system and more than two million images of computer data, eliminating the need for paper printouts. Over 2,200 cubic feet of records were filmed this year in the Microfilming Center alone. These statistics indicate the considerable space and related savings generated by the Microfilming Center and the satellite agency operations.

We appreciate the understanding and support provided by the members and representatives of the Microfilming Board and the Board of County Commissioners. With their assistance and our capable staff, we will continue to provide these valuable services to the citizens of Franklin County.

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FRANKLIN COUNTY MICROFILMING BOARD

OFFICERS and MEMBERS

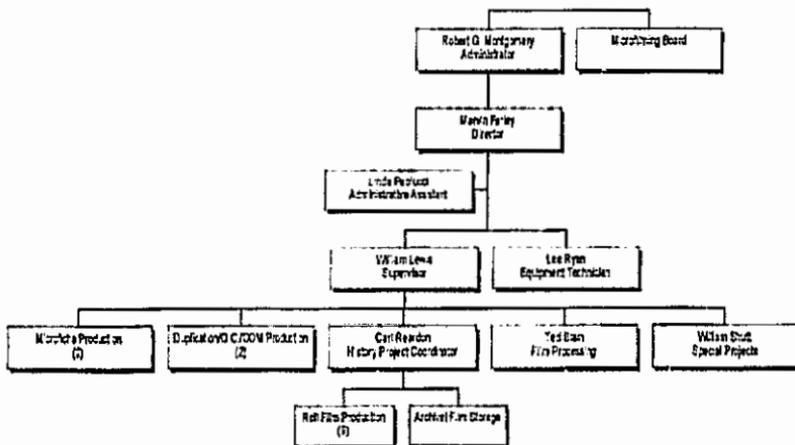
Chairman	The Honorable Tom Lindsey, Common Pleas Clerk of Courts
Vice-Chairman	The Honorable Bobbie M. Hall, County Treasurer
Secretary	The Honorable Robert G. Montgomery, County Recorder
Member	The Honorable Dorothy S. Teater, County Commissioner
Member	The Honorable Joseph W. Testa, County Auditor

REPRESENTATIVES

For Tom Lindsey .....	Gary Woodward
For Bobbie M. Hall .....	Deidre Thompson
For Robert G. Montgomery .....	Julie Garvey
For Dorothy S. Teater .....	Christy Saxton
For Joseph W. Testa .....	Anthony Frissora

# Franklin County Microfilming Center

## Table of Organization



## MICROFILMING CENTER PRODUCTION REPORT

From 01/01 2000 through 12/31/2000

105mm COM Recorder/Duplicator	Fiche	Duplicates	Images
-------------------------------	-------	------------	--------

## Computer Output Microfiche

## Auditor

Abstract Exempt Report - DTE Form 94	1	1	40
Abstract Report - DTE Form 93	3	3	295
Accumulated Delinquent Duplicate PPDQ	7	10	370
Addrs/Remitters - PPDQ	5	8	303
Agricultural Detail Report	2	2	362
Agricultural DTE Form 114	3	3	21
Alpha Index - PPHT	10	0	1,838
ARMS	33	0	6,709
Classified - PPTX	10	12	1,493
Correction Certificates - PPTX	4	8	80
Current Overpay - PPTX	4	8	86
Delinquent Duplicate - PPDQ	42	84	7,294
Dog Kennel Records - Owner Name Sequence	1	2	69
Dog Kennel Records - Owner Street Sequence	1	2	69
Dog Kennel Tag Records	1	2	39
Dog Name Sequence	23	69	4,757
Dog Street Sequence	23	69	4,757
Dog Tag Sequence	23	69	4,757
DTE 15 Detail	1	1	2
DTE 15	1	1	6
Duplicate - PPHT	37	23	5,634
FC Account Trial Balance	1	1	4
History File - PPDQ	53	0	10,785
Inter County Duplicate - PPTX	40	80	8,062
Multipay Delinquent Duplicate - PPDQ	2	0	14
Parcel Land Report	8	8	1,319
Payment Breakdown - PPHT	11	6	1,093
Payments - PPDQ	5	6	438
Payments - PPIIT	4	8	82
Personal Property Tax - PPTX	2	4	248
Settlement Abstract - PPTX	2	4	20
Summary of Charges 1	4	19	389
Summary of Charges 2	4	19	389
Summary of Charges 3	4	19	389
Summary of Charges All	9	44	874
Tax Abstract	3	4	292
Unpaid Duplicate - PPTX	10	20	1,902
	397	619	65,281

## MICROFILMING CENTER PRODUCTION REPORT

From 01/01/2000 through 12/31/2000

Original Records/Duplicates	Fiche	Duplicates	Images
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## Computer Output Microfiche (Continued)

<b>Board of Elections</b>			
Clerk of Courts List, Alpha Sequence	18	18	3,608
Master List/Alpha Sequence	47	94	9,729
	65	112	13,337
<b>Clerk of Courts</b>			
Appeals Index	260	520	45,966
Case Dispositions Alpha (Name)	2	0	345
Civil Index	1,167	12,837	235,738
Criminal Index	601	2,950	118,600
Domestic Index	1,016	8,128	205,011
Juvenile Index	1,971	3,942	402,910
	5,017	28,377	1,008,570
<b>Data Center</b>			
MVS Production System Log	675	0	135,052
MVS Test System Log	241	0	45,681
Prod Security/Activity/Incident Report	1,371	0	277,950
	2,287	0	458,683
<b>Human Services</b>			
PA/FS/OA by Address	86	1,290	16,730
PA/FS/OA by Name	86	1,290	18,354
	172	2,580	35,084
<b>Recorder</b>			
General Index	1,184	3,552	243,563
Official Records	3,937	125,725	793,976
Veteran Graves Name/Cemetery	59	177	12,055
	5,180	129,454	1,049,594
<b>Treasurer</b>			
Tax Duplicates	1,601	14,401	331,057
Tax Payments	46	161	9,344
	1,647	14,562	340,401
<b>Computer Output Microfiche Totals</b>	<b>14,765</b>	<b>175,704</b>	<b>2,970,950</b>

**MICROFILMING CENTER PRODUCTION REPORT**

From 01/01/2000 through 12/31/2000

<del>105</del> Sum	<del>COMPLETION</del> Date	<del>COMPLETION</del> Files	<del>COMPLETION</del> Duplicates
Duplicates Only			
Auditor			
	Miscellaneous	603	1,350
Clerk of Courts			
	Criminal Expungements	3	3
	Miscellaneous	424	505
		427	508
Probate			
	Soft Jackets	15,139	30,042
Prosecutor			
	Expungements	253	253
	Miscellaneous	59	59
		312	312
Recorder			
	Miscellaneous	1,681	1,949
Sheriff			
	Miscellaneous	3	3
	Duplicates Only Totals	18,165	34,164

## MICROFILMING CENTER PRODUCTION REPORT

From 01/01/2000 through 12/31/2000

10-Image Microfilm Camera	Microfilm	Duplicates	Images
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## Daily

Clerk of Courts			
Civil Notices (CV-3)	540	540	85,143
Criminal Notices (CR-2)	636	636	103,332
	1,176	1,176	188,475
Microfilming Center			
COM Request Forms	13	13	767
Expungement Request Forms	1	1	102
Work Verification Forms	29	29	4,424
	43	43	5,293
Recorder			
Daily Index Sheets	38	38	6,703
Daily Totals	1,257	1,257	200,471

## History

Adult Probation			
Index - Closed Project Case Files, 1991	1	2	34
Index - Closed Project Case Files, 1992	1	1	45
Index - Deceased Files, 1973 - 1998	1	1	7
	3	4	86
Auditor			
Certificates to Recalculate Taxes, 1984-1995	358	716	70,417
Payroll Registers, 1999	207	207	37,593
Property Splits & Combinations, 1995-1998	162	162	31,348
Sick & Vacation Accrual Records, 1999	83	83	12,247
	810	1,168	151,605
Clerk of Courts			
Criminal Expungements (CR-3)	29	29	3,596
Index - Appeals Case Files, 1993	1	2	33
Index - Appeals Case Files, 1994	1	2	34
	31	33	3,663

## MICROFILMING CENTER PRODUCTION REPORT

From 01/01/2000 through 12/31/2000

Microfilm Camera	Microfilm Duplicates	Image
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## History (Continued)

Coroner			
Index-Coroners Inquests, 1990	1	1	20
Microfilming Center			
Annual Reports, 1995-1999	1	1	177
Budget Requests, 1995-1999	1	1	119
Microfilming Board Minutes, 1999	1	1	93
Permanent Storage Manifest, 1999	1	1	125
Production Reports	4	4	420
Quarterly Reports, 1996-1999	1	1	170
RC-3 Forms	2	2	250
	11	11	1,354
Prosecutor			
Miscellaneous Juvenile Case Files, 1976-1995	315	315	61,005
PR-1 Juvenile Case Files, 1994	583	583	109,503
PR-1 Juvenile Case Files, 1995	1,235	1,235	232,674
PR-1 Juvenile Case Files, 1996	1,038	1,038	199,988
	3,171	3,171	603,170
Recorder			
Torrens Deeds	3	3	9
History Totals	4,030	4,391	759,907



## MICROFILMING CENTER PRODUCTION REPORT

From 01/01/2000 through 12/31/2000

Case	Roll	Item	Camera	File	Series	Count	Duplicates	Images
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## History

Adult Probation				
	Closed Project Progress Files, 1992	14	14	50,511
	Closed Project Progress Files, 1993	22	22	75,544
	Deceased Files, 1973-1998	2	2	5,801
		38	38	131,856
Auditor				
	County Warrants, 1999	15	15	188,843
	Property Record Cards, 1993	28	28	166,219
		43	43	355,062
Clerk of Courts				
	Appeals Case Files, 1995	49	49	304,532
	Civil Case Files, 1995	184	184	1,125,630
	Civil EX Case Files, 1995	1	1	1,000
	Civil JG Case Files, 1995	6	6	27,335
	Civil MS Case Files, 1995	3	3	13,370
	Criminal Case Files, 1995	83	83	498,844
	Criminal MI Case Files, 1999	2	2	8,035
	Juvenile Case Files, 1993	48	48	283,053
	Juvenile Case Files, 1994	35	35	213,303
	Juvenile Traffic Case Files, 1995	3	3	11,248
	Juvenile Traffic Case Files, 1996	26	26	103,318
	Juvenile Traffic Case Files, 1997	26	26	107,924
	Juvenile Traffic Rolodex Cards, 1961-1980	12	12	116,235
	Miscellaneous Criminal Case Files, 1997	1	1	2,485
		479	479	2,816,312
Coroner				
	Coroners Inquests, 1990	4	4	17,151
History Totals		564	564	3,320,381

**MICROFILMING CENTER PRODUCTION REPORT**

From 01/01/2000 through 12/31/2000

**Complanetary Camera**      **Rolls**      **Duplicates**      **Images**

**History**

Recorder			
Mortgage Books	8	8	42,286
History Totals	8	8	42,286

**Aperture Card Camera**      **Masters**      **Duplicates**      **Images**

**Daily**

Recorder			
Condominium Plats	531	2,124	531
Plats	293	1,465	293
	824	3,589	824
Daily Totals	824	3,589	824

**History**

Auditor			
Miscellaneous Industrial Reports, 1992-1998	46	46	46
Recorder			
Restored Plats	3	15	3
History Totals	49	61	49

**SATELLITE AGENCIES PRODUCTION REPORT**

From 01/01/2000 through 12/31/2000

**Office Microfilm Camera      Plate and Duplicates      Images**

Daily

Auditor

Transfers and Conveyance Sheets	320	2,923	43,547
Vendors License	46	163	5,600
	<b>366</b>	<b>3,086</b>	<b>49,147</b>

Clerk of Courts

Appeals Daily (AP-1)	1,493	4,483	291,318
Appeals Notices (AP-3)	35	35	6,364
Civil Daily (CV-1)	5,729	28,635	1,145,130
Civil Notaries (CV-2)	26	26	5,022
Criminal Daily (CR-1)	2,603	20,812	520,591
CSEA Billing Report (CV-5)	15	15	2,439
Domestic Daily (DR-1)	3,836	38,360	712,079
Jury Vouchers (CV-6)	4	4	424
Juvenile Abortions (JA-1)	1	2	200
Juvenile Daily (JU-1)	5,368	53,263	975,939
Notary Signature Cards (CV-8)	7	28	1,400
Scaled Juvenile Case Files	39	78	1,882
	<b>19,156</b>	<b>145,741</b>	<b>3,662,788</b>

Prosecutor

PR-1 Criminal Case Files	735	735	116,973
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Sheriff

Detective Bureau	470	940	91,905
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Treasurer

Address Chango Cards	126	0	20,664
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Daily Totals	20,853	150,502	3,941,477
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SATELLITE AGENCIES PRODUCTION REPORT

From 01/01/2000 through 12/31/2000

Count Rollup High Value Prats Rollup Duplicates Images

Daily

Auditor

Personal Property Tax Forms	91	0	203,500
Various	95	95	182,816
	186	95	386,316

Probate

Cashier	16	16	35,345
Information Desk	53	0	95,872
Marriage	27	27	52,539
Various Records	285	127	574,216
	381	170	757,972

Treasurer

Checks	57	0	2,094,099
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Daily Totals	624	265	3,238,387
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History

Auditor

2.5 % Tax Reduction	13	13	24,745
Tax Exemptions	24	24	33,531
	37	37	58,276

History Totals	37	37	58,276
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PRODUCTION EQUIPMENT DOWNTIME REPORT

From 1/1/2000 through 12/31/2000

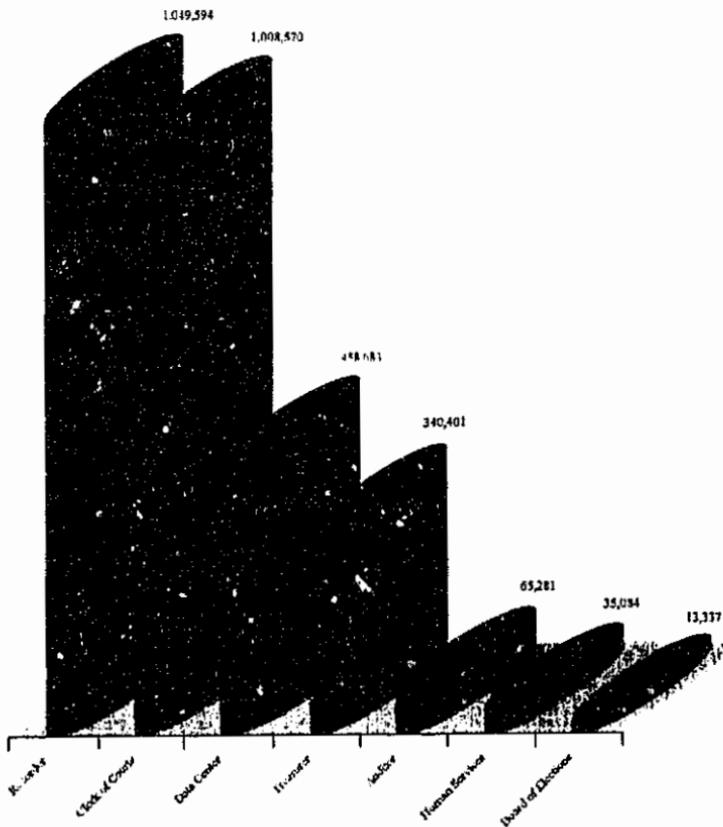
ID#	Description	Location	Down Hours
1	Hybrid Microfiche Camera	Auditor	0.50
2	TDC Microfiche Camera	Microfilming Center	40.25
5	Extex Microfiche Camera	Domestic Relations	3.25
6	Extex Microfiche Camera	Juvenile	4.25
7	Extex Microfiche Camera	Appeals	0.50
8	Extex Microfiche Camera	Civil/Criminal	4.25
9	Datagraphix Microfiche Camera	Civil/Criminal	9.50
10	Hybrid Microfiche Camera	Prosecutor	2.25
11	Datagraphix Microfiche Camera	Sheriff	6.50
13	Xidex 16mm Roll Film Camera	Auditor	8.75
14	Xidex 16mm Roll Film Camera	Auditor	1.75
21	Kodak 16mm Roll Film Camera	Probate	1.00
22	Xidex 16mm Roll Film Camera	Probate	33.00
25	Allen Products Film Processor	Microfilming Center	10.50
26	Ozalid Roll Film Duplicator	Microfilming Center	6.25
27	Bruning Microfiche Duplicator	Microfilming Center	2.00
37	Datagraphix Microfiche Duplicator	Microfilming Center	14.00
50	Kodak 16mm Roll Film Camera	Microfilming Center	28.25
51	Kodak 16mm Roll Film Camera	Microfilming Center	17.75
52	Kodak 16mm Roll Film Camera	Microfilming Center	13.25
328	COM Recorder	Microfilming Center	19.50
<b>Total</b>			<b>227.25</b>

- Equipment identification numbers are not always sequential.

# COM Images Produced by the Microfilming Center

Computerized records transferred via the County network and downloaded to microfiche

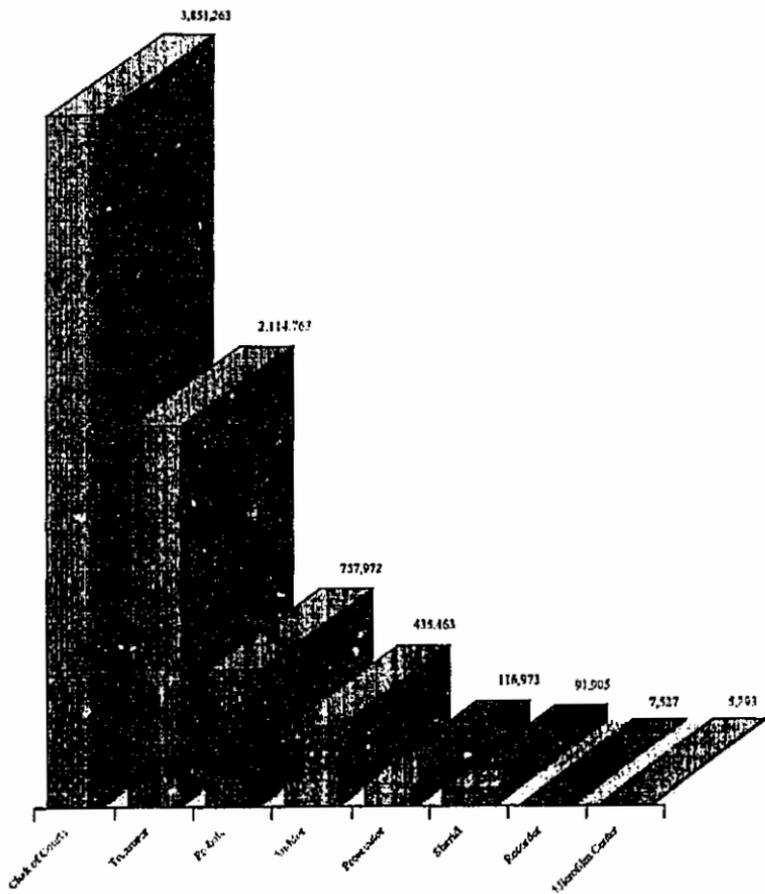
Total = 2,970,950



# Daily Images Produced by Participating Agencies

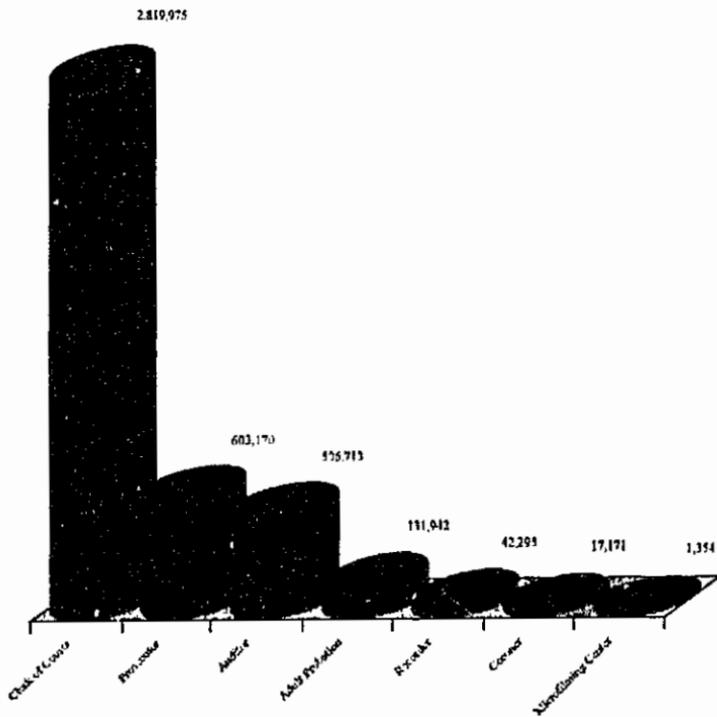
All Recorder's and some Clerk of Courts' documents are filmed by the Microfilming Center

Total = 7,381,159



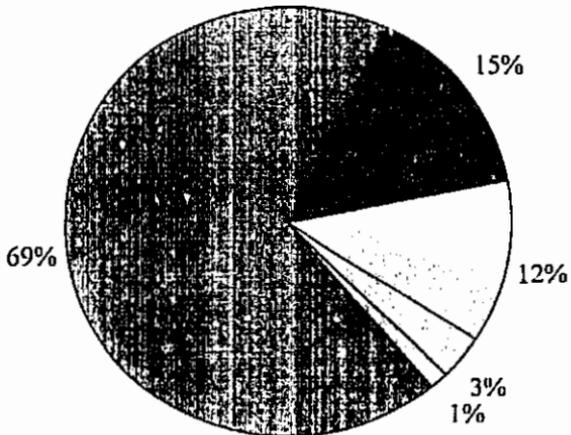
# History Images Produced by the Microfilming Center

Total - 4,122,620



# History Images Produced by the Microfilming Center

Percentages



■ Clerk of Courts ■ Prosecutor □ Auditor □ Adult Probation □ Others

FINAL 2000 APPROPRIATION STATUS REPORT

Account	Description	Appropriation	Encumbrance	Expenditure
5100	Personal Services	\$527,461.00	\$0.00	\$499,318.65
5141	PERS Contribution	71,471.00	0.00	53,996.01
5143	Medicare	7,648.00	0.00	6,370.17
5150	Fringe Benefits	101,933.00	0.00	82,170.47
5200	Services and Charges	104,080.00	139.71	83,178.64
5300	Materials and Supplies	75,500.00	300.00	50,460.14
5400	Capital Outlays	0.00	0.00	0.00
	<b>Totals</b>	<b>\$888,093.00</b>	<b>\$439.71</b>	<b>\$775,494.68</b>

## 2001 APPROPRIATION

Acct	Description	Amount
5110	Salaries and Wages .....	\$552,285
5141	PERS .....	74,835
5143	Medicare Tax .....	8,006
5150	Fringe Benefits .....	101,933
5173	Workers Compensation .....	3,682
5174	Unemployment Compensation .....	0
5200	Services and Charges .....	104,080
5300	Materials and Supplies .....	77,500
5400	Capital Outlays .....	0
5500	Grants .....	0
5600	Debt Service .....	0
5700	Cash Transfer .....	0
5800	Contingency .....	0
<b>Total</b>		<b>\$922,323</b>

## 2001 EXPANDED BUDGET SUMMARY

Account	Request Amount	Request Description	Amount Funded	Comments
Salaries	\$ 0	Salary Increase	\$20,344	4% Salary increase for filled positions. Pay plan indexed by 3%
PERS	0		2,757	
Medicare	0		295	
Subtotals	0		23,396	
Salaries	11,504	Salary Adjustment for DMG	5,000	Remainder to be absorbed within continuation budget
PERS	1,559	Job Misclassification	678	
Medicare	167		73	
Workers' Comp	80		35	
Subtotals	13,310		5,786	
Materials & Supplies	2,000	Microfiche Cutter Replacement	2,000	One-time funding Funded thru Data Center
Services & Charges	1,662	Enterprise License Agreement	0	
<b>Totals</b>	<b>\$16,972</b>		<b>\$31,182</b>	