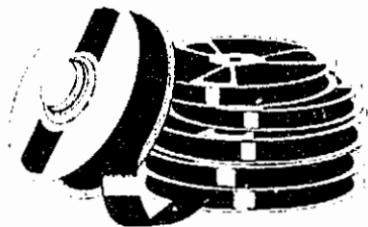


FRANKLIN COUNTY MICROFILMING CENTER



2001 ANNUAL REPORT

Robert G. Montgomery, Administrator

Marvin Farley, Director



FRANKLIN COUNTY MICROFILMING CENTER

Robert G. Montgomery
Administrator
Marvin Farley
Director

Franklin County Microfilming Board
Joseph W. Testa, Chairman
Wade Steen, Vice-Chairman
Robert G. Montgomery, Secretary
Dwight 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 1, 2002

Subject: 2001 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 2001 expenditures and 2002 appropriations are included.

The year 2001 marked a change in direction as we began to focus more on converting microfilming operations to scanning operations. Two stand-alone scanners were purchased to record documents to CD when a critical part became unavailable for some of our microfiche cameras. We intended to use the scanners in conjunction with our COM recorder to produce microfiche in the affected areas. However, the problem was resolved when another parts source was found.

Subsequently, one of the scanners was put into production in the Microfilming Center. The advantages of scanning were realized immediately on the image capture side. However, problems were revealed at the COM recorder. The PC that receives and builds files was replaced to handle an increase in Recorder's Office volume and the additional work from the scanners. Also, a problem was found in the file building software. It took an extremely long time to build multi-page files.

The PC upgrade and an updated Ethernet connection increased the file building speed by 900 percent. Due to limits on the film printing equipment, actual output speed increased by 300 percent. A recent software update seems to have fixed the multi-page problem. We are poised for increased volume on the COM recorder as we prepare to scan images in the Center and as other agencies network images in the future.

We will be purchasing three more stand-alone scanners and one high-volume scanner in 2002. The stand-alone scanners will replace microfiche cameras and the high-volume scanner will be installed in the History Department of the Microfilming Center. We look forward to the benefits this equipment will provide. Improved quality control measures will decrease film use and reduce labor requirements.

In addition to the scanners and computer equipment discussed above, six new or replacement reader printers were purchased by four agencies in 2001. A microfiche cutter was replaced in the Microfilming Center.

Purchasing and maintaining microfilming equipment continues to present a challenge, as the industry remains focused on using computer systems to generate microfilm. There is constant change as companies re-organize. In addition to staying on top of these changes, our in-house equipment technician has enhanced equipment operations and enabled some items to continue in use well beyond expectations. Since we began purchasing scanning equipment, the technician has the added responsibility of setting up and learning how to operate these items. The position has been more crucial during this ongoing transition. Other benefits are savings of more than \$100,000 annually on service agreements and other repair costs and downtime is significantly reduced.

A move of the County's archival film records was made necessary this year by the reconstruction of the Courthouse Annex. The film was re-packaged, re-indexed and sent to Fireproof Records Center for storage. Initially, 977 boxes were sent to Fireproof with new boxes being added continually. A better index was created to support retrieval and filing of records that are not as accessible now as they have been. The transition has been difficult for our staff. However, problems are decreasing, as Fireproof gets more familiar with our filing system. This is a short-term solution for archival storage while we pursue a permanent, County-owned facility.

The Microfilming Center and the satellite agencies converted 15,088,767 pages of paper and computer images to film in 2001. Nearly 2,500 cubic feet of paper was recycled from the Microfilming Center's History Department alone. These numbers highlight the enormous space savings generated by Franklin County's microfilming operations over the years. Since the Microfilming Board was established in 1985, more than 158 million images have been filmed.

We are thankful for the understanding and support provided by the Microfilming Board and the Board of County Commissioners. It is critical to the success of the County's microfilming operations. With their continuing help and the resilience of the Microfilming Center staff we will continue to provide traditional services and move forward with conversion to scanning while providing high quality microfilm.

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FRANKLIN COUNTY MICROFILMING BOARD

OFFICERS and MEMBERS

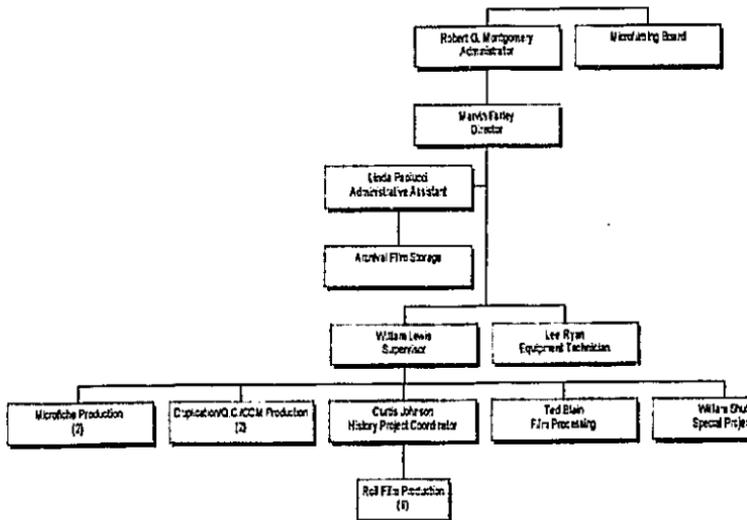
Chairman	The Honorable Joseph W. Testa, County Auditor
Vice-Chairman	The Honorable Wade Steen, County Treasurer
Secretary	The Honorable Robert G. Montgomery, County Recorder
Member	The Honorable Dewey R. Stokes, County Commissioner
Member	The Honorable John O'Grady, Common Pleas Clerk of Courts

REPRESENTATIVES

For Joseph W. Testa.....	Anthony Frissora
For Wade Steen.....	Deidre Thompson
For Robert G. Montgomery.....	Brad Hennebert
For Dewey R. Stokes.....	Tonnie Strope
For John O'Grady.....	Ed Leonard

Franklin County Microfilming Center

Table of Organization



MICROFILMING CENTER PRODUCTION REPORT

~~185mm COM Recorder/Duplicator - 10 Microfilm - PCHOW 185mm COM Recorder/Duplicator Images~~

Computer Output Microfiche

Auditor

Abstract Exempt Report - DTE Form 94	1	1	40
Abstract Report - DTE Form 93	1	1	99
Abstract VCH Entries	30	30	6,225
Accumulated Delinquent Duplicate - PPDQ	2	4	68
Addrs/Remitters - PPDQ	4	8	267
Agricultural Detail Report	2	2	358
Agricultural DTE Form 114	1	1	7
All VCH Entries	32	32	6,508
County Value Reports	1	1	98
Delinquent Duplicate - PPDQ	37	74	6,132
Delinquent Land Certificates List	2	2	275
Delinquent Tax List - PPHT	5	7	843
Dog Kennel Records - Kennel ID	1	3	69
Dog Kennel Records - Owner Name Sequence	2	6	140
Dog Kennel Records - Owner Street Sequence	2	6	140
Dog Kennel Tag Records	2	6	77
Dog Name Sequence	29	87	5,886
Dog Street Sequence	29	87	5,886
Dog Tag Sequence	29	87	5,886
DTE 15 Detail	1	1	19
DTE 15	1	1	7
Duplicate - PPHT	12	24	2,160
Franklin County Payroll Accruals	64	64	10,875
Franklin County Payroll Proof	137	128	26,224
Inter County Duplicate - PPTX	19	38	3,880
Parcel Land Report	6	6	1,246
Payment Breakdown - PPHT	3	6	73
Payments - PPDQ	2	4	367
Payments - PPHT	10	20	173
Settlement Abstract - PPTX	2	4	19
Summary of Charges 1	3	18	294
Summary of Charges 2	3	18	294
Summary of Charges 3	3	18	294
Summary of Charges All	3	18	294
Unpaid Duplicate - PPTX	21	42	4,312
	502	858	89,535

MICROFILMING CENTER PRODUCTION REPORT

Duplicates Only

Auditor	
Miscellaneous	35
Clerk of Courts	
Miscellaneous	410
Probate	
Soft Jackets	74,071
Prosecutor	
Expurgements	61
Miscellaneous	1
	62
Recorder	
Miscellaneous	2,579
Sheriff	
Miscellaneous	14
Duplicates Only Totals	77,171

MICROFILMING CENTER PRODUCTION REPORT

History

Recorder

Mortgage Books	24	24	126,581
History Totals	24	24	126,581

Agerture Card Camera	Masters	Duplicates	Images
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Daily

Recorder

Condominium Plats	861	2,714	861
Plats	245	1,225	245
	1,106	3,939	1,106
Daily Totals	1,106	3,939	1,106

History

Auditor

Annexion Maps, 1999	18	18	18
B.O.R. Maps, 1997	4	4	4
Exemption Maps, 1983-1997	121	121	121
Tax Plat Maps	9	45	9
	152	188	152

Recorder

Restored Plats	1	5	1
History Totals	153	193	153

SATELLITE AGENCIES PRODUCTION REPORT

~~Not to be used for statistical purposes. This report is for internal use only. Do not disseminate.~~

Daily

Auditor

Transfers and Conveyance Sheets	319	2,785	43,777
Vendors License	41	116	4,795
	360	2,901	48,572

Clerk of Courts

Appeals Daily (AP-1)	1,672	5,016	330,156
Appeals Notices (AP-3)	30	30	5,422
Civil Daily (CV-1)	6,493	32,465	1,298,018
Civil Notaries (CV-2)	62	62	11,972
Criminal Daily (CR-1)	2,826	22,608	565,460
CSEA Billing Report (CV-5)	18	18	2,922
Domestic Daily (DR-1)	3,439	34,390	658,315
Domestic Notices (DR-2)	247	2,288	33,820
Domestic Proof of Issuance	289	2,890	46,928
Domestic Transcripts	20	60	289
Juvenile Blue Mailers, Waivers & H.N.	312	1,248	48,120
Juvenile Daily (JU-1)	4,236	40,448	792,162
Juvenile Proof of Issuance	354	1,416	48,710
Notary Signature Cards (CV-8)	9	39	1,800
Sealed Juvenile Case Files	7	14	275
	20,014	142,992	3,844,369

Prosecutor

PR-1 Criminal Case Files	421	421	69,404
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Sheriff

Detective Bureau	550	1,100	108,190
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Treasurer

Address Change Cards	82	0	11,598
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Daily Totals	21,427	147,414	4,082,133
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SATELLITE AGENCIES PRODUCTION REPORT

History

Auditor

Certificate of Correction Adder/Remitter	16	0	3,084
Certificate of Transmittal & Receipt, 2000	1	0	142
Manufactured Home Remitters	9	9	1,716
	26	9	4,942

Clerk of Courts

Appeals History (AP-2)	34	34	4,122
Criminal Expungements (CR-3)	286	286	14,196
Juvenile Expungements (JU-3)	754	754	25,383
	1,074	1,074	43,701

History Totals	1,100	1,083	48,643
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SATELLITE AGENCIES PRODUCTION REPORT

Daily

Auditor

Board of Revision Case Files	27	27	40,274
Board of Tax Appeal Case Files	16	16	24,867
Personal Property Tax Forms	2	0	5,046
Re-Appraisal Information Review Records	5	5	8,054
Various	22	22	37,458
	72	70	115,699

Probate

Cashier	88	88	203,508
Information Desk	203	0	357,599
Marriage	41	41	78,277
	332	129	639,384

Treasurer

Checks	54	0	1,971,371
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Daily Totals	458	199	2,726,454
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History

Auditor

BTA's, 1995	7	7	10,849
Railroad Property Record Cards, 1987-1992	1	1	1,068
	8	8	11,917

History Totals	8	8	11,917
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PRODUCTION EQUIPMENT DOWNTIME REPORT

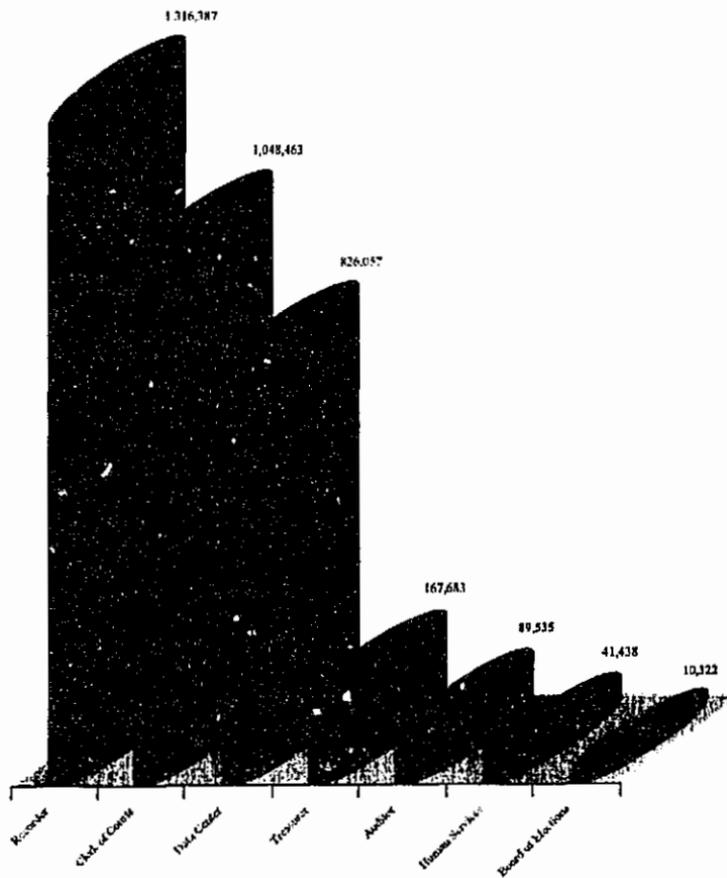
Id	Description	Location	Downtime
1	Hybrid Microfiche Camera	Auditor	4.50
2	TDC Microfiche Camera	Microfilming Center	.75
3	Datagraphix Microfiche Camera	Microfilming Center	12.00
5	Extek Microfiche Camera	Domestic Relations	11.50
6	Extek Microfiche Camera	Juvenile	4.25
7	Extek Microfiche Camera	Appeals	2.00
8	Extek Microfiche Camera	Civil/Criminal	11.50
9	Datagraphix Microfiche Camera	Civil/Criminal	27.00
10	Hybrid Microfiche Camera	Prosecutor	24.50
13	Xidex 16mm Roll Film Camera	Auditor	13.25
21	Kodak 16mm Roll Film Camera	Probate	4.50
25	Allen Products Film Processor	Microfilming Center	18.75
26	Ozalid Roll Film Duplicator	Microfilming Center	51.25
27	Bruning Microfiche Duplicator	Microfilming Center	273.50
35	Ultrasonic Film Splicer	Microfilming Center	2.00
37	Datagraphix Microfiche Duplicator	Microfilming Center	38.50
50	Kodak 16mm Roll Film Camera	Microfilming Center	30.75
51	Kodak 16mm Roll Film Camera	Microfilming Center	29.75
52	Kodak 16mm Roll Film Camera	Microfilming Center	5.50
328	COM Recorder	Microfilming Center	13.00
	Total		578.75

* 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

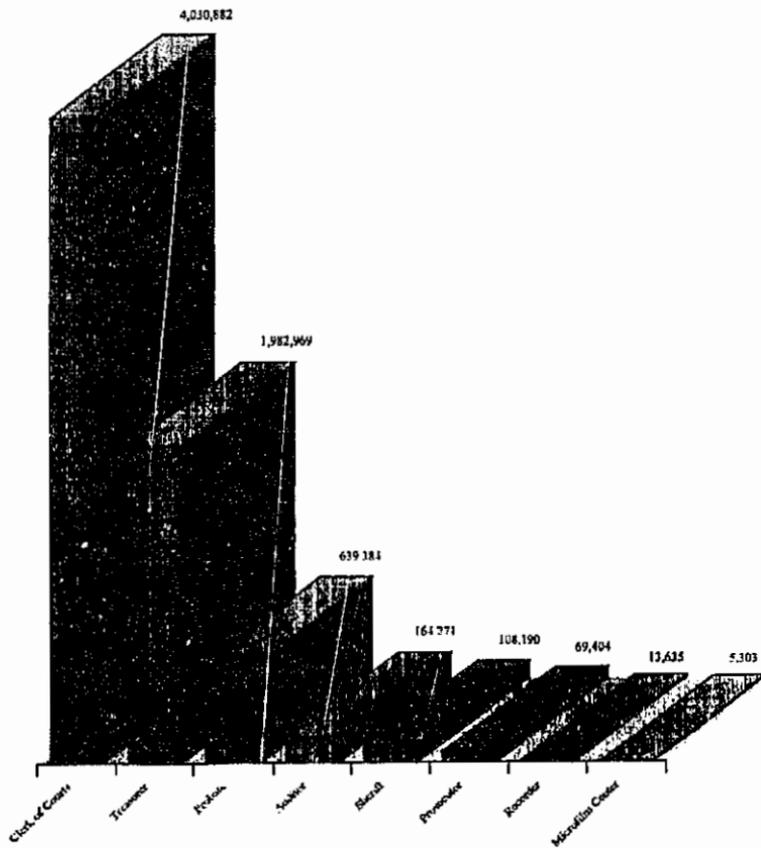
Total = 3,499,885



Daily Images Produced by Participating Agencies

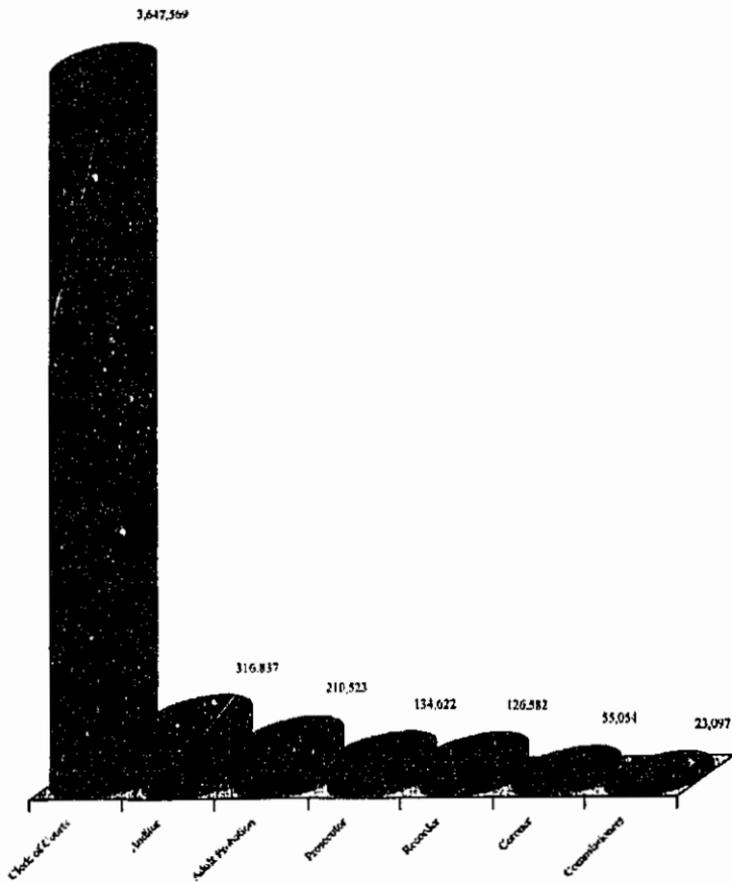
All Recorder's and some Clerk of Courts' documents are filmed by the Microfilming Center

Total = 7,014,038



History Images Produced by the Microfilming Center

Total = 4,514,284



FINAL 2001 APPROPRIATION STATUS REPORT

Account	Description	Appropriation	Encumbrance	Expenditure
5100	Personal Services	\$552,285.00	\$0.00	\$550,024.66
5141	PERS Contribution	74,835.00	0.00	73,394.55
5143	Medicare	8,008.00	0.00	7,035.73
5150	Fringe Benefits	101,933.00	0.00	85,262.02
5173	Workers Compensation	3,682.00	0.00	3,634.46
5200	Services and Charges	114,132.00	0.00	97,664.93
5300	Materials and Supplies	77,780.00	0.00	57,101.18
5400	Capital Outlays	15,000.00	0.00	13,642.00
	Totals	\$947,655.00	\$0.00	\$887,759.53

2002 APPROPRIATION

Acct	Description	Amount
5110	Salaries and Wages -----	\$561,643
5141	PERS -----	76,103
5143	Medicare Tax -----	8,144
5150	Fringe Benefits -----	132,332
5173	Workers Compensation -----	3,682
5174	Unemployment Compensation -----	0
5200	Services and Charges -----	127,830
5300	Materials and Supplies -----	75,500
5400	Capital Outlays -----	76,700
5500	Grants -----	0
5600	Debt Service -----	0
5700	Cash Transfer -----	0
5800	Contingency -----	0
Total		\$1,061,934

2002 EXPANDED BUDGET SUMMARY

<u>Account</u>	<u>Request Amount</u>	<u>Request Description</u>	<u>Amount Funded</u>	<u>Comments</u>
Salaries	\$ 0	2% Salary Increase	\$11,014	
PERS	0		1,492	
Medicare	0		160	
Materials & Supplies	0		0	
Services & Charges	1,662 3,750	Enterprise License Agreement Scanner Maintenance	0 3,750	Funded thru Data Center
Capital Outlays	76,750	(4) Scanners (1) Roll Film Viewer (1) Computer Desk	76,700	
Totals	\$82,162		\$93,116	