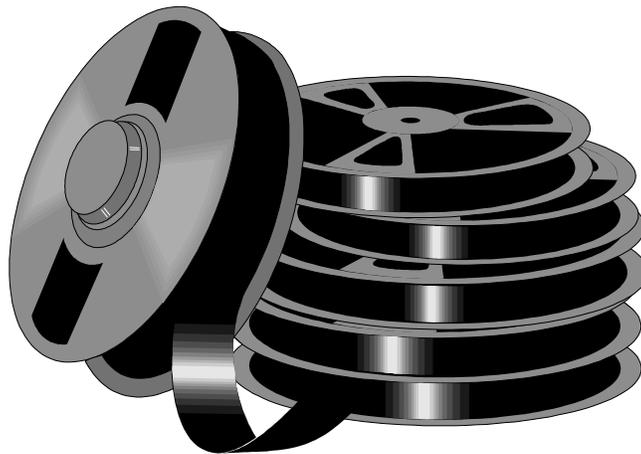


# **FRANKLIN COUNTY MICROFILMING CENTER**



## **2003 ANNUAL REPORT**

Robert G. Montgomery, Administrator

Marvin Farley, Director

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

From: Marvin Farley, Director

Date: April 5, 2004

Subject: 2003 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. Also included is a summary of the Microfilming Center's 2003 expenditures.

The conversion from traditional microfilming to digital imaging remained a top priority in 2003 and will continue into the future. A high-speed rotary camera was replaced with a high-speed digital scanner in the Microfilming Center with better than expected results. A production increase was partly due to the use of this scanner and others in the Center. In addition to putting images on microfilm for archival storage, scanning technology has allowed us to provide documents on CD or directly to a client's computer system with almost no added production costs.

A second hi-speed rotary camera will be replaced in 2004 in the Microfilming Center. Also, another COM device will be added to increase capacity and to allow images to be archived on roll film. In the Recorder's Office, two high-volume reader printers will be replaced with digital microfilm scanners. These units will enable them to scan images to a laser printer or to a PC, where quality can be enhanced. The images can be e-mailed, faxed or sent to their imaging system from the PC. Other expected benefits include decreases in maintenance costs and downtime.

There are some equipment challenges that need to be addressed in the near future. Production equipment downtime was elevated in 2003, mostly because an old hi-volume microfiche duplicator experienced numerous and ongoing problems. Some parts are not obtainable and a similar replacement unit is no longer produced. A low to medium volume unit is available and may suffice at a later time. However, Probate Court currently has numerous files in microfilm jackets that need to be duplicated. They use the unit to work on this backlog when they have staff available. Additionally, it is used by the Microfilming Center to duplicate older microfiche that are not consistent in length or will not work on our automatic duplicator for other reasons. Outsourcing may be an option for large jobs if this machine is retired.

Another challenge is to keep several microfiche cameras operational. They range from eleven to fourteen years old. We adopted a plan several years ago to maintain these cameras until they are replaced by imaging systems. However, we are well beyond the time when it was thought all the related imaging systems would be in place. During the past two years we have lost two of these cameras because they were not repairable. We were able to absorb the losses because we have reduced or eliminated the use of others in the County by stepping up scanning in the Microfilming Center. We believe we may be able to do this one more time, if necessary, before other actions will need to be taken. The Clerk of Courts has five of these cameras in critical daily production areas. Two others are in relatively low-volume applications in the Prosecutor's and the Sheriff's offices. Replacing the cameras in the Clerk's office will require restructuring the way they capture and index images. They intend to make these changes when an imaging system is brought online. If it becomes necessary to replace a camera with a scanner before the system is changed over, some difficult issues will have to be addressed.

Minolta has discontinued their RP605Z reader printer line. There are twenty-two of these units in use throughout the County. They need to be replaced before support is discontinued, probably in 2008. We will be requesting that various agencies seek additional funding in their budgets to replace these units over a three-year period, beginning in 2005.

Most equipment continues to perform well. Our in-house equipment technician is an invaluable asset. He is able to keep equipment operational well beyond the expected life cycle and, in some cases, he is the only resource for service. He maintains or oversees more than 200 items in 17 agencies, saving an estimated \$125,000 annually on maintenance contracts and significantly reducing downtime.

We appreciate the understanding, vision and support of the Microfilming Board and the Board of County Commissioners. Also, the Data Center is an increasingly valuable resource for network and computer support services as we move to a scanning environment. With the continuing assistance of these entities, we look forward to maintaining the services we provide for Franklin County agencies with an eye toward enhanced quality and efficiency.

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# FRANKLIN COUNTY MICROFILMING BOARD

## OFFICERS and MEMBERS

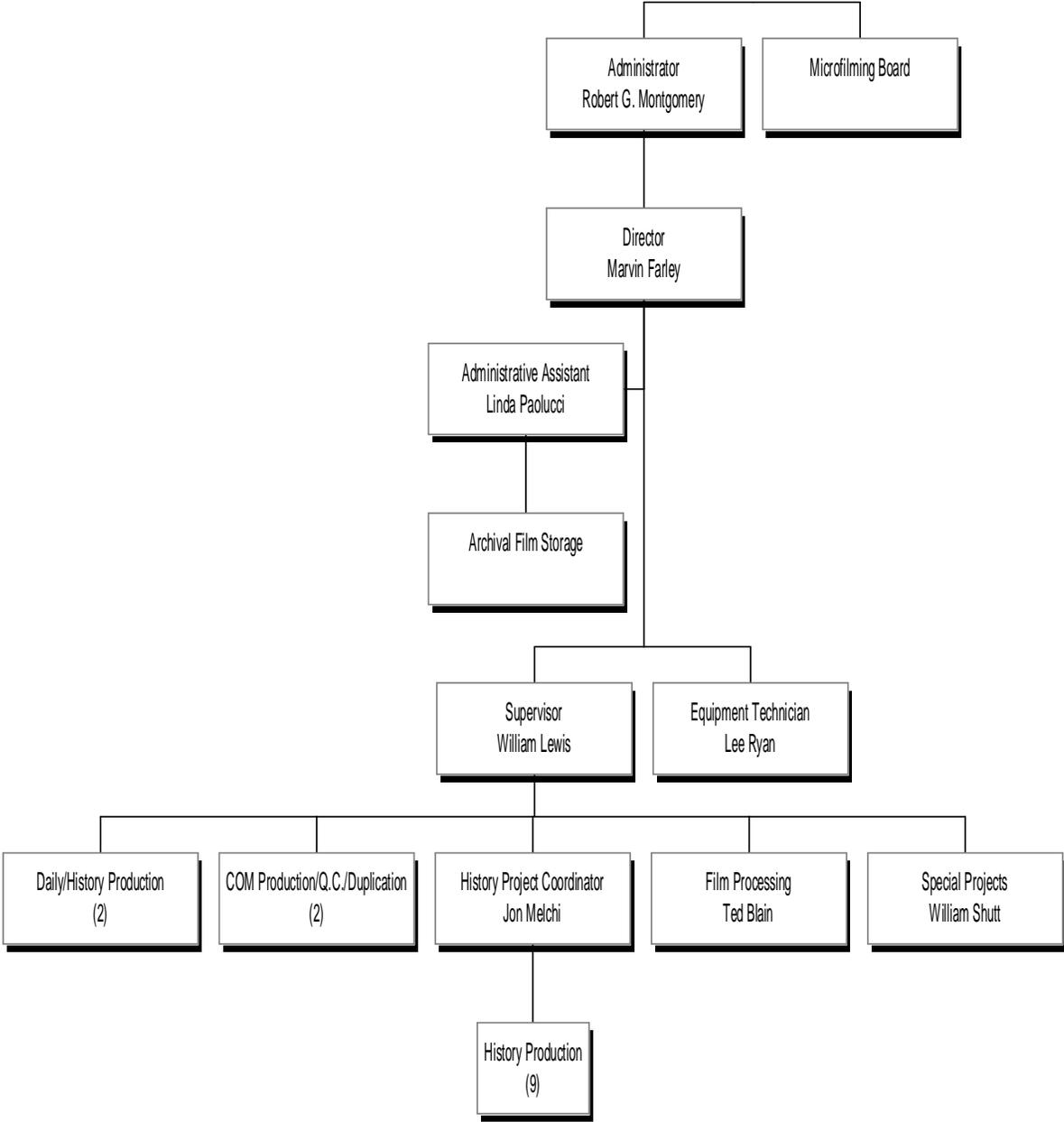
Chairman	The Honorable <b>Joseph W. Testa</b> , Franklin County Auditor
Vice-Chairman	The Honorable <b>Dewey R. Stokes</b> , Franklin County Commissioner
Secretary Recorder	The Honorable <b>Robert G. Montgomery</b> , Franklin County
Member	The Honorable <b>John O’Grady</b> , Franklin County Clerk of Courts
Member	The Honorable <b>Richard Cordray</b> , Franklin County Treasurer

## REPRESENTATIVES

For Joseph W. Testa .....	Anthony Frissora
For Dewey R. Stokes .....	David Nadolny
For Robert G. Montgomery.....	Brad Hennebert
For John O’Grady.....	David Migliore
For Richard Cordray.....	Deidre Thompson

# Franklin County Microfilming Center

## Table of Organization



## MICROFILMING CENTER PRODUCTION REPORT

Digital Scanners	Masters	Duplicates	Images
105mm Comfiche			
Auditor			
Account Trial Balance Index	1	1	3
Appropriation Status by Fund	4	4	756
Employee Gross Pay Listing 1985-2002	26	26	4,019
GL Object Codes 2002	1	1	29
GL Organization Codes 2002	1	1	30
PERS Form F-3, Optional Exemptions	36	36	7,170
PERS Retirement Reports 1999-2002	88	88	11,591
Property Splits & Combinations	142	142	29,036
Transfers and Conveyance Sheets	352	3,520	50,230
Vendors License	48	96	6,692
	<b>699</b>	<b>3,915</b>	<b>109,556</b>
Clerk of Courts			
Appeals Case Files 1998	1,551	1,551	320,202
Civil Notices (CV-3)	584	584	98,386
Criminal Case Files 1998	2,774	2,774	571,253
Criminal Expungements 2001	24	24	4,806
Criminal Notices (CR-2)	686	686	114,620
Grand Jury Subpoenas 1997-2001	268	268	44,156
Juvenile Blue Mailers, Waivers & H.N.	76	304	13,015
Juvenile JC Informal Case Files 1996	1	1	95
Juvenile JC Informal Case Files 1997	1	1	180
Juvenile JU Informal Case Files 1996	174	174	35,329
Juvenile JU Formal Case Files 1996	3,802	3,802	784,850
Juvenile JU Informal Case Files 1997	162	162	31,829
Juvenile MC Formal Case Files 1996	3	3	455
Juvenile MC Formal Case Files 1997	5	5	997
Juvenile Misc. JU, DP, JC Case Files 1996	71	71	13,922
Juvenile Proof of Issuances	57	228	9,048
	<b>10,239</b>	<b>10,638</b>	<b>2,043,143</b>
Microfilming Center			
Budget Requests 1986-1994	2	2	374
COM Request Forms	12	12	558
Expungement Request Forms	1	1	52
Microfilming Board Minutes 2000-2002	3	3	322
Production Reports	4	4	395
Quarterly Reports 2000-2002	1	1	191
RC-3 Forms	2	2	207
Work Verification Forms	25	25	4,296
	<b>50</b>	<b>50</b>	<b>6,395</b>

## MICROFILMING CENTER PRODUCTION REPORT

Digital Scanners	Masters	Duplicates	Images
Recorder			
Daily Index Sheets	14	14	2,654
Treasurer			
Address Change Cards	336	336	41,734
105mm Comfiche Totals	11,338	14,953	2,203,482
105mm Comfiche and Compact Disc			
Commissioners			
Resolutions 1996-1997	129	129	26,342
105mm Comfiche and Compact Disc Totals	129	129	26,342
105mm Comfiche and Server			
Auditor			
Property Record Cards 1981	3,144	0	653,870
105mm Comfiche and Server Totals	3,144	0	653,870
Compact Disc			
Auditor			
Invoices 2001	21	0	373,461
Compact Disc Totals	21	0	373,461
<b>Digital Scanners Totals</b>	<b>14,632</b>	<b>15,082</b>	<b>3,257,155</b>

## MICROFILMING CENTER PRODUCTION REPORT

<b>Duplicators</b>	<b>Duplicates Only</b>
105mm Microfiche	
Auditor	
Miscellaneous	20
Clerk of Courts	
Miscellaneous	196
Probate	
Case Files	51,296
Miscellaneous	1,128
Prosecutor	
Expungements	33
Recorder	
Miscellaneous	408
105mm Microfiche Totals	53,081
16mm Roll Film	
Clerk of Courts	
Miscellaneous	2
Probate	
Miscellaneous	8
16mm Roll Film Totals	10
<b>Duplicators Totals</b>	<b>53,091</b>

## MICROFILMING CENTER PRODUCTION REPORT

Planetary Cameras	Masters	Duplicates	Images
16mm Roll Film			
Recorder			
Mortgage Books	7	7	20,601
16mm Roll Film Totals	7	7	20,601
35mm Jackets			
Recorder			
Condominium Plats	375	1,125	1,570
Plats	40	680	237
	<b>415</b>	<b>1,805</b>	<b>1,807</b>
35mm Jackets Totals	415	1,805	1,807
<b>Planetary Cameras Totals</b>	<b>422</b>	<b>1,812</b>	<b>22,408</b>

## MICROFILMING CENTER PRODUCTION REPORT

Mainframe/Servers	Masters	Duplicates	Images
105mm Comfiche			
Auditor			
Account Trial Balance	29	29	5,926
Accumulated Delinquent Duplicate-PPDQ	2	4	53
Adders/Remitters-PPDQ	4	8	222
All VCH Entries	341	341	70,835
Correction Certificates-PPTX	4	8	143
County Value Reports	1	1	100
Current Overpay-PPTX	4	8	73
Delinquent Duplicate-PPDQ	25	50	4,194
Delinquent Land Certificates List	2	2	346
Dog Kennel Records-Owner Name	1	3	70
Dog Kennel Records-Owner St. Address	1	3	70
Dog Kennel Tag Records	1	3	35
Dog Name Sequence	23	69	4,585
Dog Street Sequence	23	69	4,585
Dog Tag Sequence	23	69	4,585
DTE 15 Detail	1	1	22
DTE 15 Error	1	1	13
GL Account History-Expense	53	53	10,974
GL Account History-Revenue	5	5	958
Homestead Application Report	30	30	6,083
Inter County Duplicate-PPTX	49	98	9,669
Ownership Index	36	144	7,353
Payments-PPDQ	2	4	205
Payroll Accruals	105	105	18,177
Payroll Proofs	220	220	42,906
Personal Property Tax-PPTX	4	8	373
Summary of Charges 1	5	30	500
Summary of Charges 2	5	30	500
Summary of Charges 3	5	30	500
Summary of Charges All	5	30	500
Unpaid Duplicate-PPTX	47	94	9,195
Vendor Invoice List	27	27	5,439
	<b>1,084</b>	<b>1,577</b>	<b>209,189</b>

## MICROFILMING CENTER PRODUCTION REPORT

Mainframe/Servers	Masters	Duplicates	Images
Clerk of Courts			
Appeals Index	306	0	61,155
Civil Index	1,364	15,004	278,154
Criminal Case Dispositions Numeric (Case)	1	1	183
Criminal Case Dispositions Alpha (Name)	1	1	182
Criminal Index	682	3,410	136,329
Domestic Index	1,202	4,808	244,457
Juvenile Index	2,857	2,857	588,013
	<b>6,413</b>	<b>26,081</b>	<b>1,308,473</b>
Data Center			
MVS Production System Log	467	0	90,626
MVS Test System Log	176	0	30,607
Prod Security/Activity/Incident Report	105	0	15,699
	<b>748</b>	<b>0</b>	<b>136,932</b>
Human Services			
PA/FS/GA by Address	60	660	11,946
PA/FS/GA by Name	60	600	11,946
	<b>120</b>	<b>1,260</b>	<b>23,892</b>
Probate			
Confidential File Room Records	1	2	17
General Records	1,602	3,204	328,161
Marriage	164	164	33,176
	<b>1,767</b>	<b>3,370</b>	<b>361,354</b>
Recorder			
General Index	442	1,326	90,604
Official Records	9,618	135,867	1,966,245
	<b>10,060</b>	<b>137,193</b>	<b>2,056,849</b>
Treasurer			
Tax Duplicates	1,669	12,797	346,366
105mm Comfiche Totals	21,861	182,278	4,443,055
<b>Mainframe/Servers Totals</b>	<b>21,861</b>	<b>182,278</b>	<b>4,443,055</b>

## MICROFILMING CENTER PRODUCTION REPORT

Rotary Cameras	Masters	Duplicates	Images
16mm Roll Film			
Adult Probation			
Closed Project Progress Files 1998	48	48	89,145
Auditor			
Employee Gross Pay Listing 1985-2002	1	1	1,717
Personal Property No Value Returns	18	0	31,513
Personal Property Returns 2002	25	0	86,589
Personal Property Returns 2003	18	0	122,231
	<b>62</b>	<b>1</b>	<b>242,050</b>
Board of Elections			
Registration Cards Active 11/99 to 12/02	11	11	110,066
Voter Registration Forms 1977-1999	83	83	824,174
	<b>94</b>	<b>94</b>	<b>934,240</b>
Clerk of Courts			
Civil Case Files 1997	81	81	513,779
Civil Case Files 1998	197	197	1,256,875
Civil EX Files 1997	2	2	3,305
Civil EX Files 1998	3	3	5,421
Civil JG Files 1997	5	5	22,562
Civil JG Files 1998	6	6	21,868
Civil MS Cases 1997	6	6	10,113
Civil MS Cases 1998	6	6	9,373
Criminal Miscellaneous Cases 1990-1991	3	3	10,591
Criminal Miscellaneous Cases 1998-1999	1	1	4,277
Criminal Miscellaneous Cases 2000	1	1	2,494
Criminal Miscellaneous Cases 2001	1	1	2,690
Domestic DR Cases 1997	91	91	558,040
Domestic DR Cases 1998	25	25	161,709
Domestic DV Cases 1997	3	3	7,702
Domestic Miscellaneous DR Cases 1996	8	8	30,036
Juvenile DP Formal Cases 1996	14	14	79,905
	<b>453</b>	<b>453</b>	<b>2,700,740</b>
Probate			
Information Desk	2	0	3,570
16mm Roll Film Totals	659	596	3,969,745
<b>Rotary Cameras Totals</b>	<b>659</b>	<b>596</b>	<b>3,969,745</b>

## SATELLITE AGENCIES PRODUCTION REPORT

<b>Digital Scanners</b>	<b>Masters</b>	<b>Duplicates</b>	<b>Images</b>
105mm Comfiche			
Clerk of Courts			
Civil Daily (CV-1)	1,125	5,625	224,291
Criminal Daily (CR-1)	44	352	8,799
Criminal Expungements (CR-3)	14	14	2,751
CSEA Billing Report (CV-5)	10	10	1,683
Domestic Daily (DR-1)	33	330	6,115
Domestic Notices (DR-2)	488	4,880	74,769
Domestic Proof of Issuance	98	980	15,653
Notary Signature Cards (CV-8)	6	30	1,200
	<b>1,818</b>	<b>12,221</b>	<b>335,261</b>
105mm Comfiche Totals	1,818	12,221	335,261
<b>Digital Scanners Totals</b>	<b>1,818</b>	<b>12,221</b>	<b>335,261</b>
<b>Rotary Cameras</b>	<b>Masters</b>	<b>Duplicates</b>	<b>Images</b>
16mm Roll Film			
Auditor			
Board Of Revision Case Files	35	35	51,058
Board of Tax Appeal Case Files	4	4	6,205
Exempt Verifications 2001	2	2	2,688
Payroll Books	3	3	3,037
Personal Property Tax Forms	2	0	4,858
	<b>46</b>	<b>44</b>	<b>67,846</b>
Probate			
Adoption Records	1	1	2,232
Cashier	8	8	16,229
Estate Taxes	4	4	9,374
Marriage	2	2	26,490
	<b>15</b>	<b>15</b>	<b>54,325</b>
Treasurer			
Checks	54	0	1,964,520
16mm Roll Film Totals	115	59	2,086,691
<b>Rotary Cameras Totals</b>	<b>115</b>	<b>59</b>	<b>2,086,691</b>

## SATELLITE AGENCIES PRODUCTION REPORT

Microfiche Cameras	Masters	Duplicates	Images
105mm Microfiche			
Auditor			
Delinquent Correction Certificates	3	3	600
Clerk of Courts			
Appeals Daily (AP-1)	1,546	4,638	307,308
Appeals Notices (AP-3)	28	28	5,598
Civil Daily (CV-1)	6,759	33,785	1,351,194
Confidential Disbursement Order	2	2	259
Criminal Daily (CR-1)	2,849	22,792	567,800
Criminal Expungements (CR-3)	183	183	8,175
CSEA Billing Report (CV-5)	5	5	804
Domestic Daily (DR-1)	2,735	27,350	543,967
Domestic Notices (DR-2)	14	140	2,298
Domestic Proof of Issuance	503	5,030	81,690
Domestic Transcripts	34	102	532
Juvenile Abortions (JA-1)	2	2	297
Juvenile Blue Mailers, Waivers & H.N.	622	2,484	98,072
Juvenile Daily (JU-1)	4,267	38,403	806,522
Juvenile Expungements (JU-3)	312	312	9,984
Juvenile Proof of Issuances	598	2,392	90,576
Notary Signature Cards (CV-8)	5	25	1,000
	<b>20,464</b>	<b>137,673</b>	<b>3,876,076</b>
Prosecutor			
PR-1 Criminal Case Files	377	377	63,540
Sheriff			
Detective Bureau	1	2	31
Past Personnel Training Files Pre 1991	24	48	4,664
Personnel Files 1991-1999	26	52	5,139
Sheriff's Auxiliary 1970-1997	48	96	8,827
	<b>99</b>	<b>198</b>	<b>18,661</b>
105mm Microfiche Totals	20,943	138,251	3,958,877
<b>Microfiche Cameras Totals</b>	<b>20,943</b>	<b>138,251</b>	<b>3,958,877</b>

## PRODUCTION EQUIPMENT DOWNTIME REPORT

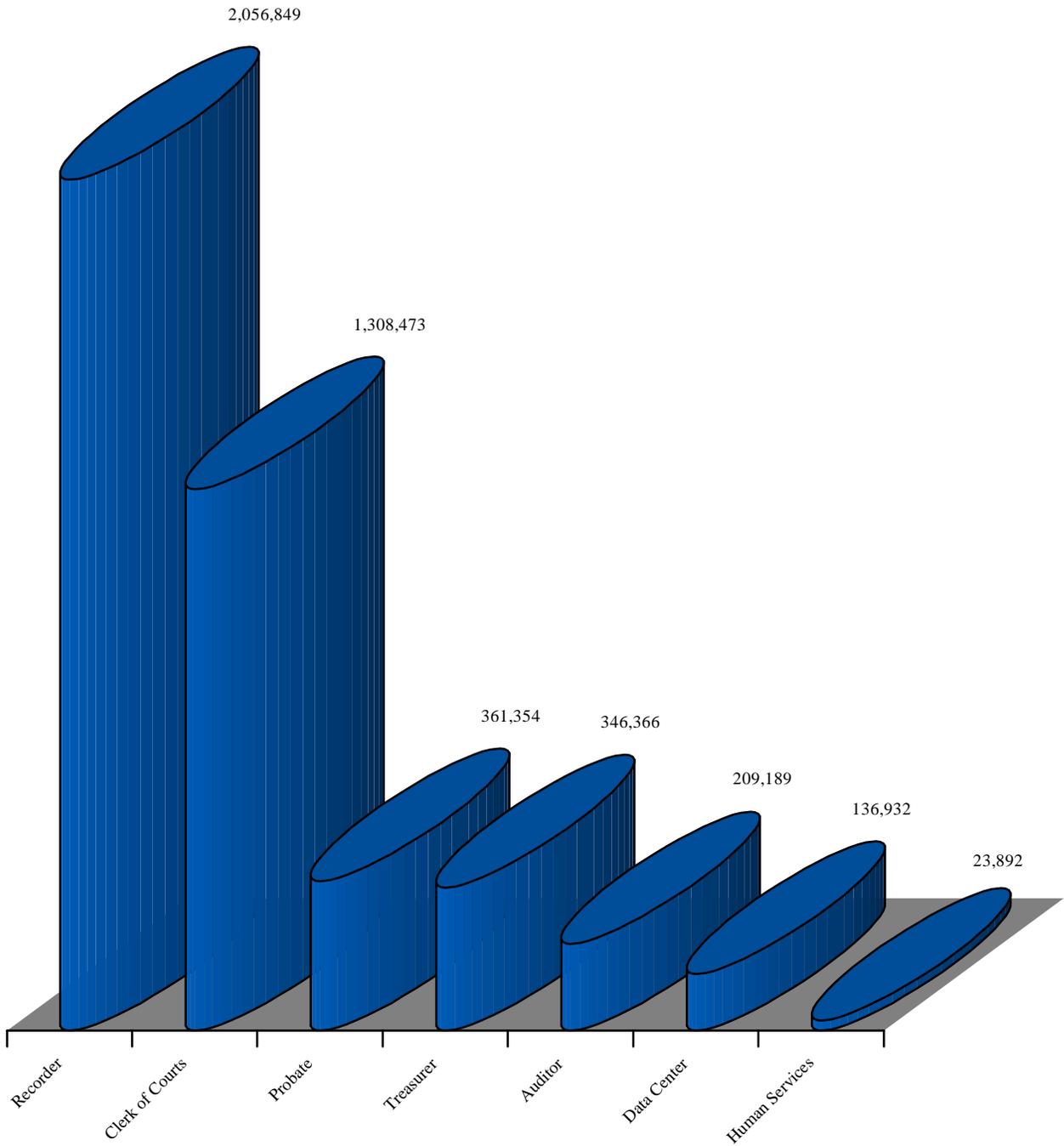
I.D. #	Description	Location	Down Hours
1	Hybrid Microfiche Camera	Civil/Criminal	4.00
3	Datagraphix Microfiche Camera	Microfilming Center	2.00
5	Extek Microfiche Camera	Domestic Relations	3.75
6	Extek Microfiche Camera	Juvenile	4.00
7	Extek Microfiche Camera	Appeals	2.00
8	Extek Microfiche Camera	Civil/Criminal	28.50
9	Datagraphix Microfiche Camera	Prosecutor	3.00
13	Xidex 16mm Roll Film Camera	Auditor	0.25
15	Xidex 16mm Roll Film Camera	Microfilming Center	29.25
16	Kodak 16mm Roll Film Camera	Microfilming Center	24.75
23	Xidex 16mm Roll Film Camera	Probate	6.25
24	Xidex 16mm Roll Film Camera	Treasurer	1.00
25	Allen Products Film Processor	Microfilming Center	19.00
26	Ozalid Roll Film Duplicator	Microfilming Center	8.50
27	Bruning Microfiche Duplicator	Microfilming Center	286.25
37	Datagraphix Microfiche Duplicator	Microfilming Center	42.00
50	Kodak 16mm Roll Film Camera	Microfilming Center	22.50
52	Kodak 16mm Roll Film Camera	Microfilming Center	24.25
328	COM Recorder	Microfilming Center	58.25
429	Canon Stand-Alone Scanner	Microfilming Center	3.50
513	Canon Stand-Alone Scanner	Microfilming Center	0.75
514	Canon Stand-Alone Scanner	Civil/Criminal	0.50
519	Kodak Hi-Speed Scanner	Microfilming Center	134.00
<b>Total</b>			<b>708.25</b>

\* Equipment identification numbers are not always sequential.

# Microfilming Center Electronic Image Production

Electronic records from the mainframe and various agency systems transferred via the County network and downloaded to microfilm

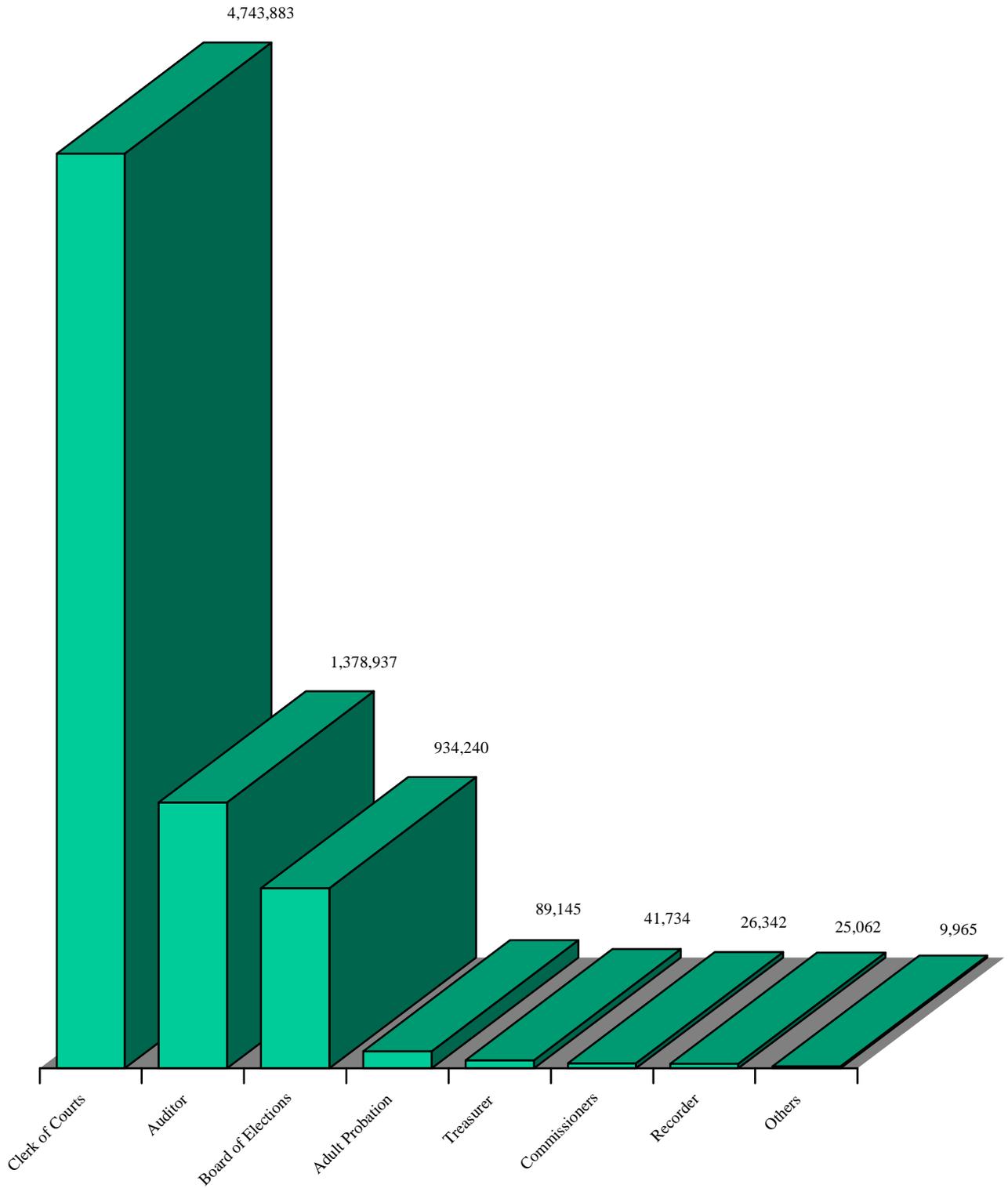
Total = 4,443,055



# Microfilming Center Paper Image Production

Paper records microfilmed, scanned and processed by the Microfilming Center

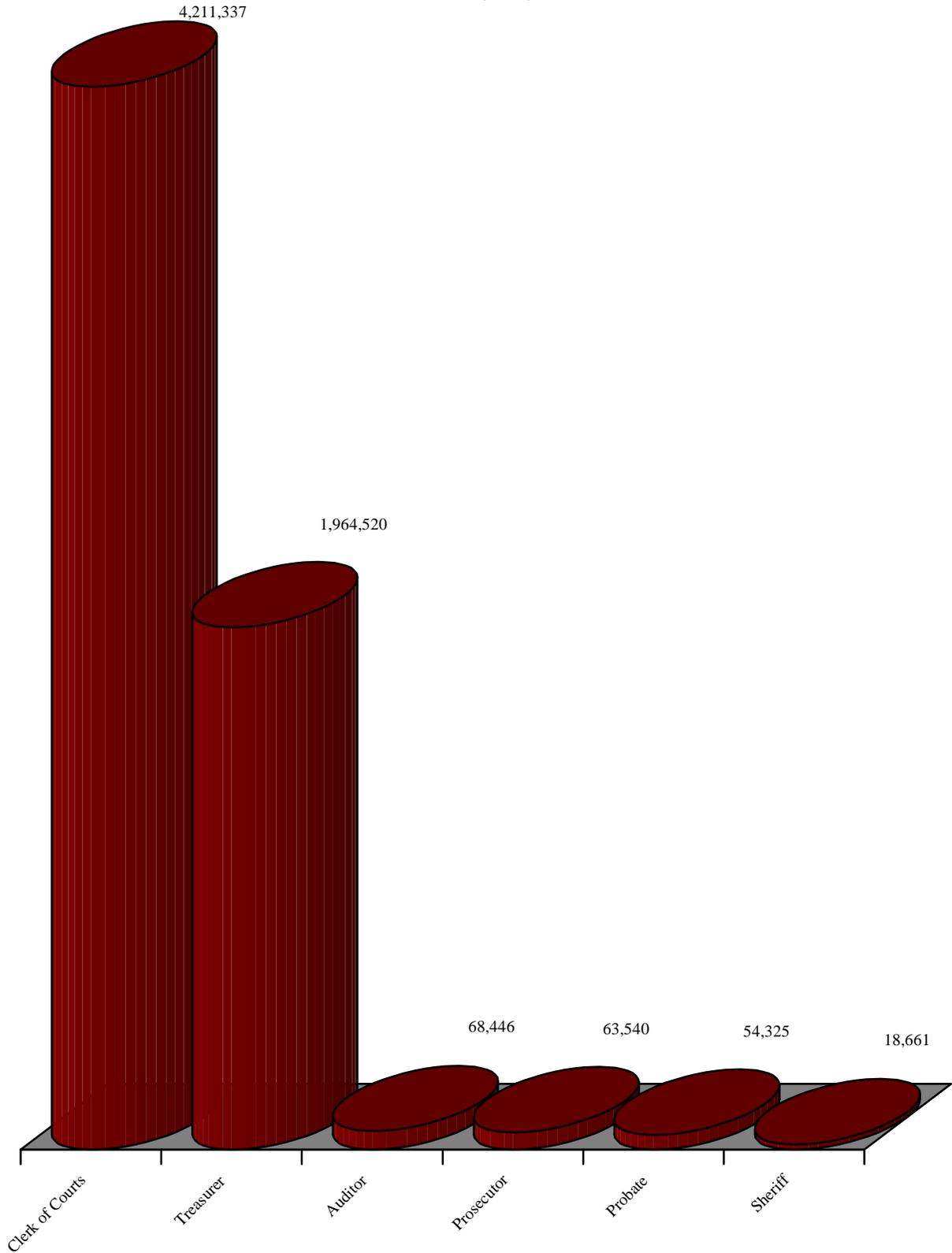
Total = 7,249,308



# Satellite Agencies Paper Image Production

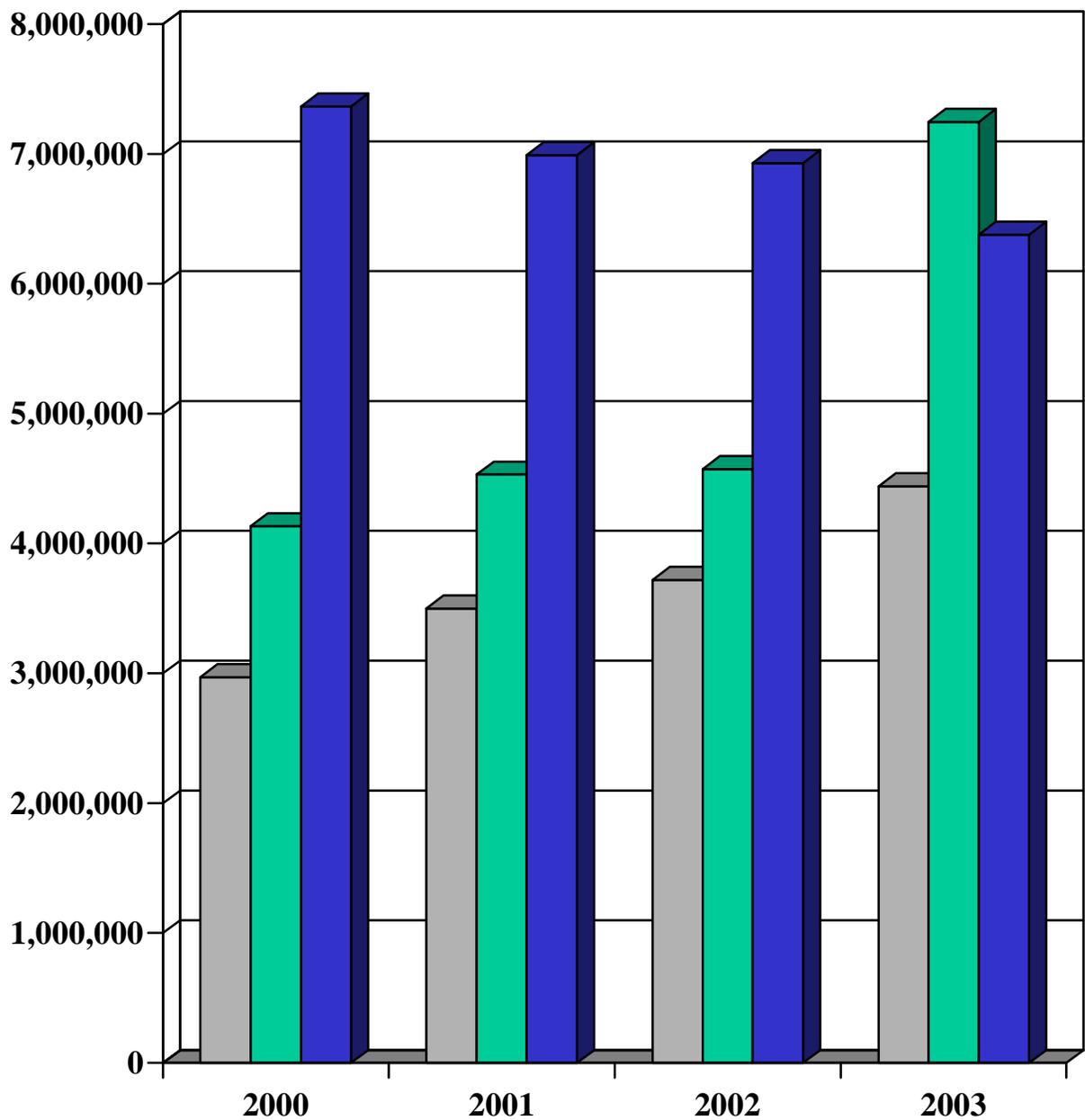
Paper records microfilmed and scanned by participating agencies  
and processed by the Microfilming Center

Total = 6,380,829



# Document Conversion Trend

Electronic and paper images converted to microfilm, CD and computer systems



## FINAL 2003 APPROPRIATION STATUS REPORT

Description	Appropriation	Expenditure	Unused Funds
Salaries and Wages	\$568,272.00	\$566,127.41	\$2,144.59
Sick Leave – Wellness Pay Out	3,712.00	3,599.20	112.80
PERS Contribution	77,483.00	77,198.32	284.68
Medicare	8,286.00	7,318.05	967.95
Fringe Benefits	142,080.00	139,865.19	2,214.81
Workers Compensation	5,304.00	2,552.53	2,751.47
Services and Charges	114,500.00	102,839.04	11,660.96
Materials and Supplies	71,000.00	55,311.88	15,688.12
Capital Outlays	0.00	0.00	0.00
<b>Totals</b>	<b>\$990,637.00</b>	<b>\$954,811.62</b>	<b>\$35,825.38</b>