

FRANKLIN COUNTY MICROFILMING CENTER



2004 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 4, 2005

Subject: 2004 Annual Report

This report is prepared in accordance with Ohio Revised Code Section 307.805. It contains information regarding Microfilming Center operations and the microfilm production of various satellite agencies. Also included is a summary of the Microfilming Center's 2004 appropriations and expenditures.

Nearly seventeen million images were converted to microfilm and computer media by the Microfilming Center and satellite agencies. Production totals were down in most areas. However, the decreases were offset by an increase in history images filmed for the Clerk of Courts by the Microfilming Center. Notable decreases were in the Recorder and Treasurer agencies. Increasing interest rates affected mortgage refinances in the Recorder's Office. The Treasurer's Office began scanning checks in May that they previously filmed, reducing the number of images processed by the Microfilming Center.

History production was further enhanced in the Microfilming Center when a second high-volume camera was replaced with a digital scanner. Additionally, a Kodak Archive Writer was installed to increase capacity and allow images to be written to roll film. It provides for greater film use efficiency because images are straight, spacing is tighter and blank spaces are eliminated. Furthermore, the scanner deletes blank images created by single sided documents, assuring that all images are useful. A negative aspect of the blank space issue is that we are unable to remove expunged images because there is no room to splice the film back together. We are exploring other ways to deal with this matter.

Two high-volume reader printers were replaced with digital microfilm scanners in the Recorder's Office. These units enable them to scan images to a laser printer or to a PC, where quality can be improved. They have enhanced several images in their database. Other benefits include substantial decreases in maintenance costs and downtime.

There were some positive developments regarding old equipment that cannot be replaced with similar devices. We purchased a used high-volume duplicator that was refurbished with parts that are no longer available and had little use afterward. It is the same model as our existing unit that was responsible for elevated downtime in 2003. This machine is important to our operation because it enables us to duplicate large quantities of microfiche that are inconsistent in length or will not work on our automatic duplicator for other reasons. Hopefully, this action will allow us to meet demand until it diminishes. As more records are computerized and more film is computer-generated, the need for this duplicator should decrease.

Some relief was realized in our continuing challenge to keep obsolete microfiche cameras operational. During a crisis with one of them, we determined that a camera in the Sheriff's Office is no longer needed. We plan to keep it in reserve for use when another camera fails. We expected these cameras to be replaced with scanners several years ago. We have absorbed the loss of some by moving the work from low-use cameras to the Microfilming Center and placing problem cameras in other low-use areas. However, the Clerk of Courts still has five in critical daily production areas. It is imperative that we replace them with scanners as soon as possible. Parts are not available for one model now and are difficult and expensive to acquire for two other models.

As reported last year, Minolta has discontinued their RP605Z reader printer line. Fourteen remain in use throughout the County. The Clerk of Courts received appropriations to replace eight of them in the first phase of a three-year plan. The new units were put into service in January of this year. We will be seeking seven more in the 2006 Operating Budgets of multiple agencies, leaving seven to be replaced in 2007. They all need to be replaced before 2008, when support will no longer be guaranteed. The replacements are digital scanners with laser printers. They provide improved copy quality and reduced downtime. Supplies are more expensive because the toner cartridge system they employ is designed to replace the drum and other consumable parts each time the toner is depleted. However, downtime reduction affords us an opportunity to generate savings by forgoing maintenance contracts on low-volume units.

Our in-house equipment technician continues to be a significant asset. During the ongoing evolution from microfilming to imaging technology, he has had to maintain several old equipment items that are irreplaceable. In some cases, he is the only resource for service. He maintains or oversees 226 items in 17 agencies, saving an estimated \$125,000 annually on maintenance contracts alone. He has the added responsibility of refilling the toner cartridges mentioned above. We plan to get two cycles out of one cartridge by adding toner and reusing them. This should yield considerable savings over the cost to purchase a cartridge each time the toner is spent.

We are thankful for the continuing support and understanding of the Microfilming Board and the Board of County Commissioners. Your backing has been crucial in our ongoing effort to convert the County's microfilming operations to image-based services. The new technology has allowed us to keep up with increased demand while maintaining 1995 staffing levels in the Microfilming Center. We expect to continue the trend toward more production and improved quality.

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Franklin County Microfilming Board

Officers and Members

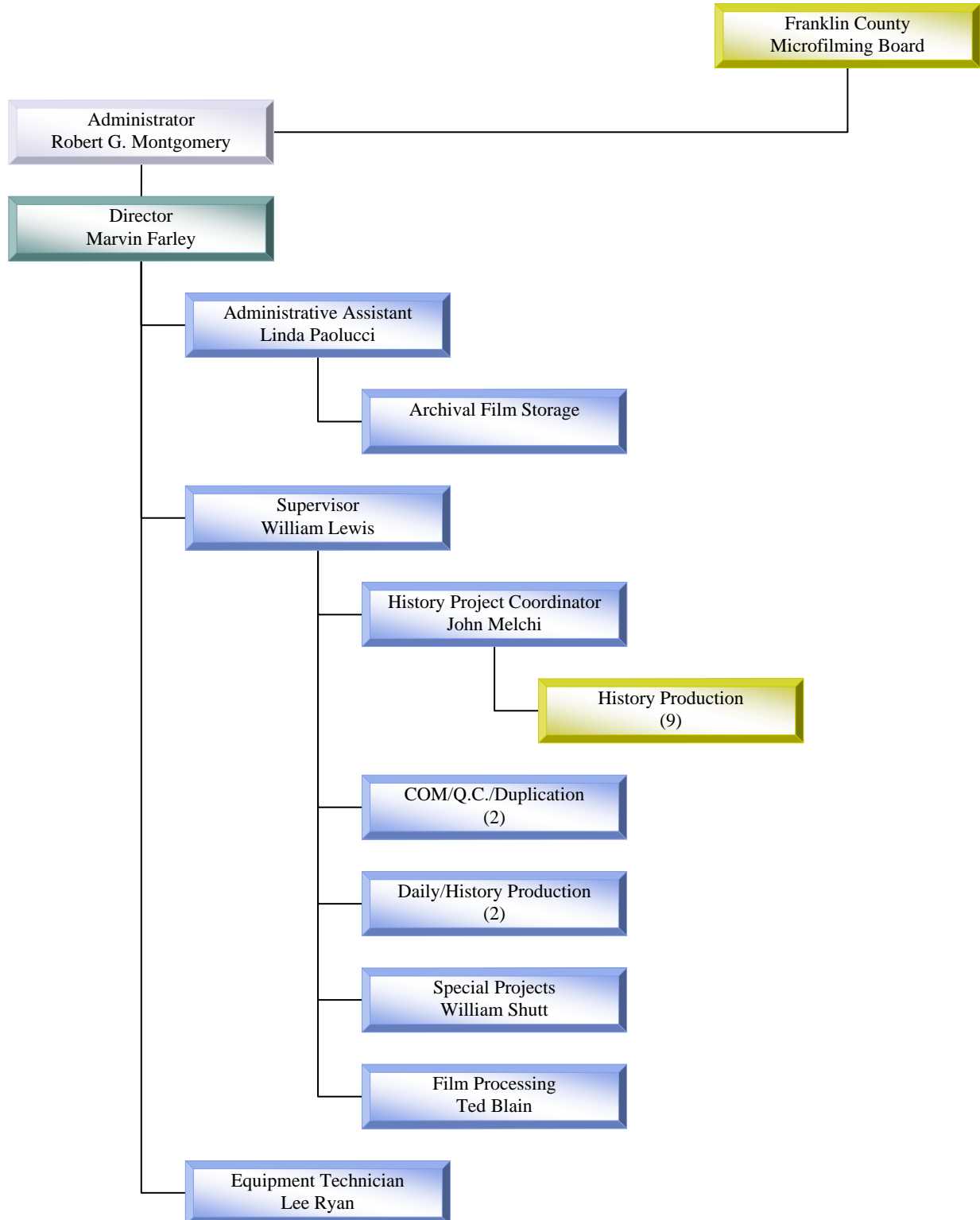
- Chairman the Honorable **Joseph W. Testa**, Franklin County Auditor
- Vice-Chairmanthe Honorable **Dewey R. Stokes**, Franklin County Commissioner
- Secretary the Honorable **Robert G. Montgomery**, Franklin County Recorder
- Member the Honorable **John O’Grady**, Franklin County Clerk of Courts
- Memberthe Honorable **Richard Cordray**, Franklin County Treasurer

Representatives

- For Joseph W. Testa..... Anthony Frissora
- For Dewey R. StokesWilliam Ubbing
- For Robert G. MontgomeryBrad Hennebert
- For John O’Grady David Migliore
- For Richard CordrayDeidre Thompson

Franklin County Microfilming Center

Organizational Chart



Microfilming Center Production Report

Digital Scanners	Masters	Duplicates	Images
105mm Comfiche			
Auditor			
Transfers and Conveyance Sheets	377	3,958	52,680
Vendors License	40	84	4,672
CAUV Files (1975-2002)	88	88	17,588
Employee Gross Pay Listing 2003	4	4	719
Pay Plan Worksheets 1988-1995	21	21	3,831
Vouchers 1994-1997	22	22	3,249
	552	4,177	82,739
Clerk of Courts			
Civil Notices (CV-3)	642	642	108,721
Criminal Notices (CR-2)	706	706	122,670
Juvenile Blue Mailers, Waivers & H.N.	681	2,724	114,803
Juvenile Proof of Issuances	586	2,344	96,407
Appeals Case Files 1999	1,548	1,548	320,430
Criminal Case Files 1999	2,691	2,691	556,275
Criminal Expungements 2002	30	30	5,902
Juvenile DP Formal Case Files 1997	699	699	144,619
Juvenile DP Formal Case Files 1998	517	517	106,370
Juvenile DP Formal Case Files 1999	512	512	105,590
Juvenile JC Formal Case Files 1997	705	705	145,325
Juvenile JC Formal Case Files 1998	505	505	104,150
Juvenile JC Formal Case Files 1999	492	492	101,962
Juvenile JC Informal Case Files 1998	1	1	94
Juvenile JC Informal Case Files 1999	1	1	139
Juvenile JU Formal Case Files 1997	4,011	4,011	827,889
Juvenile JU Formal Case Files 1998	3,965	3,965	818,762
Juvenile JU Formal Case Files 1999	1,881	1,881	389,426
Juvenile JU Informal Case Files 1998	126	126	25,178
Juvenile MC Formal Case Files 1998	18	18	3,669
Juvenile MC Formal Case Files 1999	15	15	2,934
Miscellaneous Appeals Case Files 1998	81	81	16,482
Miscellaneous Appeals Case Files 1999	42	42	8,622
	20,455	24,256	4,126,419
Microfilming Center			
COM Request Forms	12	12	598
Expungement Request Forms	1	1	5
Production Reports	4	4	515
RC-3 & Related Project Forms	2	2	310
Work Verification Forms	27	27	4,611
	46	46	6,039

Microfilming Center Production Report

Digital Scanners	Masters	Duplicates	Images
105mm Comfiche (continued)			
Treasurer			
Address Change Cards	296	296	27,198
105mm Comfiche Totals	21,349	28,775	4,242,395
105mm Comfiche and Server			
Microfilming Center			
Microfilming Board Minutes 2003-2004	1	1	164
Microfilming Board Resolutions 1999-2004	1	1	185
	2	2	349
16mm Comfilm			
Clerk of Courts			
Domestic DR Case Files 1999	19	19	279,708
Agency Server			
Auditor			
Transfer & Conveyance Jan-Oct 04	0	0	49,693
Compact Disc			
Auditor			
W & M Inspections Active Files	1	0	2,727
Digital Scanners Totals	21,371	28,796	4,574,872

Microfilming Center Production Report

Duplicators	Duplicates Only
105mm Microfiche	
Clerk of Courts	
Criminal Expungements	4
Miscellaneous	131
County Engineer	
Miscellaneous	1
Probate	
Case Files	16,968
Miscellaneous	47
Recorder	
Miscellaneous	215
16mm Roll Film	
Probate	
Miscellaneous	37
35mm Roll Film	
Recorder	
Miscellaneous	1
Duplicators Totals	17,404

Microfilming Center Production Report

Mainframe/Servers	Masters	Duplicates	Images
105mm Comfiche			
Auditor			
Accumulated Delinquent Duplicate-PPDQ	3	6	44
Adders/Remitters-PPDQ	4	8	143
Agricultural Detail Report	2	2	1,344
Correction Certificates-PPTX	1	2	31
Delinquent Duplicate-PPDQ	23	46	3,722
Delinquent Land Certificates List	6	6	1,164
Dog Kennel Records-Owner Name	1	3	75
Dog Kennel Records-Owner St. Address	1	3	75
Dog Kennel Tag Records	1	3	41
Dog Name Sequence	22	66	4,548
Dog Street Sequence	22	66	4,548
Dog Tag Sequence	22	66	4,548
DTE 15	1	1	6
DTE 15 Detail	1	1	32
DTE 15 Error	1	1	22
Homestead Application Report	7	7	1,314
Inter County Duplicate-PPTX	11	22	2,179
Ownership Index	72	288	14,789
Payments-PPDQ	3	6	291
Payroll Accruals	104	104	17,917
Payroll Proofs	209	209	41,169
Settlement Abstract-PPTX	1	2	11
Summary of Charges 1	6	36	720
Summary of Charges 2	6	36	720
Summary of Charges 3	6	36	720
Summary of Charges All	6	36	720
Tax Abstract	1	2	120
Unpaid Duplicate-PPTX	12	24	2,332
	555	1,088	103,345
Clerk of Courts			
Appeals Index	343	0	63,538
Civil Index	1,423	15,653	291,076
Criminal Case Disposition Numeric (case)	1	1	200
Criminal Case Dispositions Alpha (name)	1	1	199
Criminal Index	692	3,460	138,985
Domestic Index	1,239	4,956	251,927
Juvenile Index	3,037	3,037	620,266
	6,736	27,108	1,366,191

Microfilming Center Production Report

Mainframe/Servers	Masters	Duplicates	Images
105mm Comfiche (continued)			
Data Center			
MVS Production System Log	535	0	105,970
MVS Test System Log	150	0	25,476
Prod Security/Activity/Incident Report	100	0	13,771
	785	0	145,217
Probate			
Adoption Records	132	132	26,722
Confidential File Room Records	1	2	6
General Records	2,151	4,302	441,718
Marriage	160	160	32,636
	2,444	4,596	501,082
Recorder			
General Index	291	873	59,374
Official Records	6,882	77,908	1,398,490
	7,173	78,781	1,457,864
Treasurer			
Tax Duplicates	1,694	15,246	351,657
Mainframe/Servers Totals	19,387	126,819	3,925,356

Microfilming Center Production Report

Microfiche Cameras	Masters	Duplicates	Images
105mm Microfiche			
Auditor			
Certificates 1996	35	70	6,893
Prosecutor			
PR-1 Juvenile Case Files 1995	1	1	78
PR-1 Juvenile Case Files 1996	2	2	348
	3	3	426
Microfiche Cameras Totals	38	73	7,319

Planetary Cameras	Masters	Duplicates	Images
16mm Roll Film			
Recorder			
Mortgage Books	11	11	33,696
35mm Jackets			
Recorder			
Condominium Plats	423	1,269	1,894
Plats	37	629	218
Torrens Deeds	4	4	47
	464	1,902	2,159
35mm Roll Film			
Recorder			
Index to Federal Tax Liens	1	1	630
Planetary Cameras Totals	476	1,914	36,485

Microfilming Center Production Report

Rotary Cameras	Masters	Duplicates	Images
16mm Roll Film			
Adult Probation			
Closed Project Progress Files 1999	36	36	139,141
Auditor			
County & Payroll Warrants 2002	17	17	222,302
County & Payroll Warrants 2003	19	19	219,918
	36	36	442,220
Board of Elections			
Voter Registration Forms 1999-2002	21	21	222,160
Clerk of Courts			
Civil Case Files 1999	208	208	1,316,883
Civil JG Case Files 1999	4	4	16,861
Civil MS Case Files 1999	2	2	6,329
Domestic DR Case Files 1998	60	60	376,128
Domestic DR Case Files 1999	44	44	281,781
Domestic DV Case Files 1998	3	3	9,514
Domestic DV Case Files 1999	2	2	10,083
Domestic Misc. DR Case Files 1998	4	4	21,681
Employee Personnel Files 1960-1993	3	3	5,960
Juvenile Traffic Case Files 2001	19	19	98,408
Juvenile Traffic Case Files 2002	24	24	101,618
	373	373	2,245,246
Rotary Cameras Totals	466	466	3,048,767

Satellite Agencies Production Report

Digital Scanners	Masters	Duplicates	Images
105mm Comfiche			
Clerk of Courts			
Civil Daily (CV-1)	401	2,005	80,200
Civil Notaries (CV-2)	35	35	6,542
Criminal Daily (CR-1)	321	2,568	64,200
Criminal Expungements (CR-3)	236	236	20,772
CSEA Billing Report (CV-5)	3	3	409
Domestic Daily (DR-1)	20	200	3,996
Domestic Notices (DR-2)	484	4,369	75,975
Domestic Proof of Issuance	585	5,278	94,836
Notary Signature Cards (CV-8)	2	10	400
	2,087	14,704	347,330
Digital Scanner Totals	2,087	14,704	347,330

Microfiche Cameras	Masters	Duplicates	Images
105mm Microfiche			
Clerk of Courts			
Appeals Daily (AP-1)	1,359	4,077	268,965
Appeals Notices (AP-3)	29	29	5,800
Civil Daily (CV-1)	7,340	36,700	1,480,543
Confidential Disbursement Order	2	2	260
Criminal Daily (CR-1)	2,672	21,376	534,400
Criminal Expungements (CR-3)	4	4	221
CSEA Billing Report (CV-5)	10	10	1,718
Domestic Daily (DR-1)	2,738	27,380	544,966
Domestic Proof of Issuance	5	45	810
Domestic Transcripts	38	114	708
Juvenile Abortions (JA-1)	3	6	441
Juvenile Daily (JU-1)	4,514	42,641	858,369
Juvenile Expungements (JU-3)	1,057	1,057	41,676
Notary Signature Cards (CV-8)	8	40	1,586
	19,779	133,481	3,740,463
Prosecutor			
PR-1 Criminal Case Files	215	215	36,373
Microfiche Cameras Totals	19,994	133,696	3,776,836

Satellite Agencies Production Report

Rotary Cameras	Masters	Duplicates	Images
16mm Roll Film			
Auditor			
Board Of Revision Case Files	51	51	73,329
Board Of Revision Hearing Schedules	2	2	2,641
Board of Tax Appeal Case Files	17	17	24,675
Exempt Verifications	1	1	1,410
Personal Property Tax Forms	1	0	2,077
	72	71	104,132
Probate			
Adoption Records	1	1	2,305
Cashier	2	2	5,332
Estate Taxes	11	11	18,784
	14	14	26,421
Treasurer			
Checks	25	0	909,500
Rotary Cameras Totals	111	85	1,040,053

Production Equipment Downtime Report

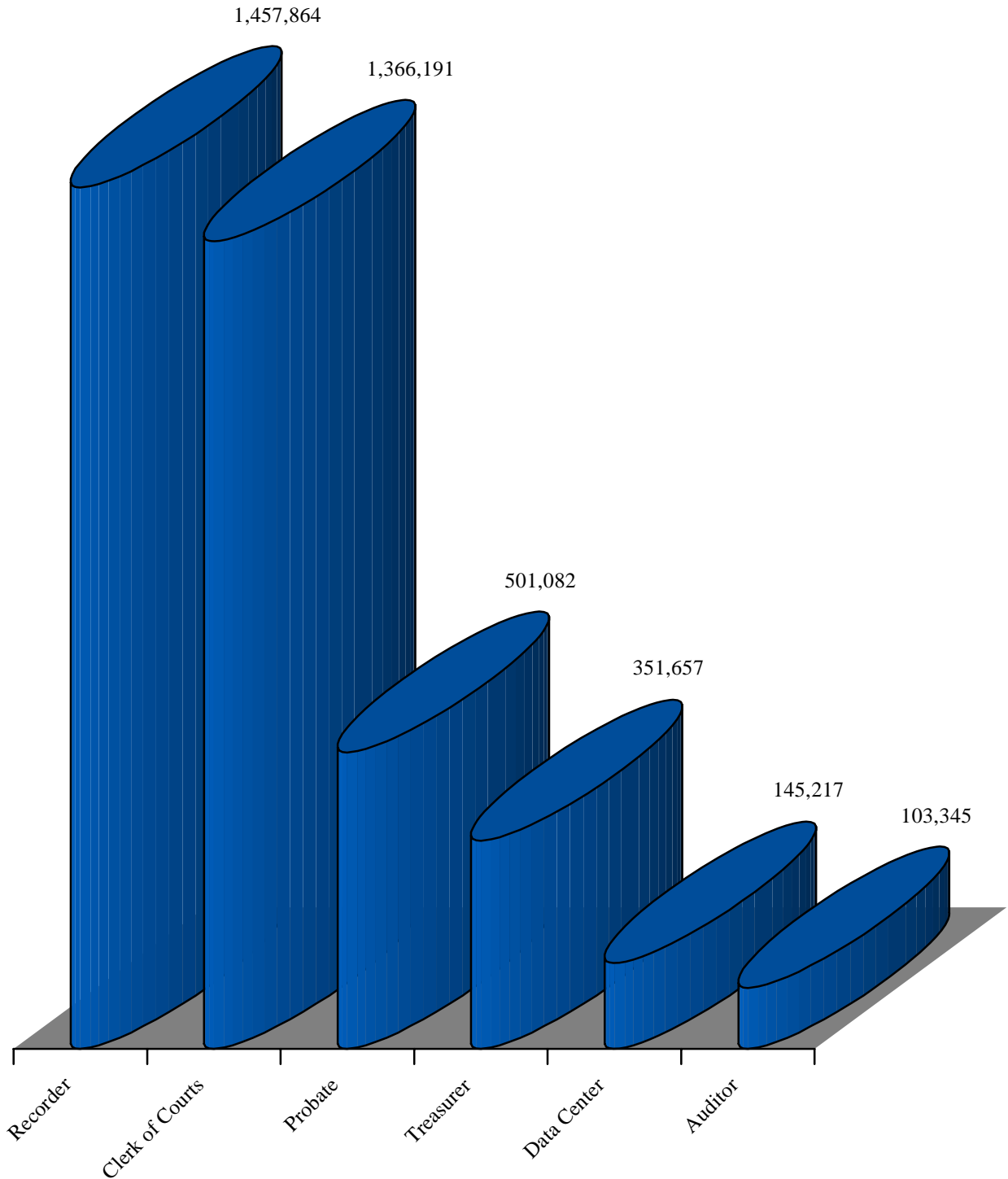
I.D. #	Description	Location	Down Hours
1	Hybrid Microfiche Camera	Civil/Criminal	22.25
3	Datagraphix Microfiche Camera	Microfilming Center	16.00
5	Extek Microfiche Camera	Domestic Relations	2.50
6	Extek Microfiche Camera	Juvenile	15.50
7	Extek Microfiche Camera	Appeals	2.75
8	Extek Microfiche Camera	Civil/Criminal	25.25
9	Datagraphix Microfiche Camera	Prosecutor	4.00
25	Allen Products Film Processor	Microfilming Center	9.00
26	Ozalid Roll Film Duplicator	Microfilming Center	2.00
27	Bruning Microfiche Duplicator	Microfilming Center	15.25
37	Datagraphix Microfiche Duplicator	Microfilming Center	50.00
49	Kodak 16mm Planetary Camera	Microfilming Center	5.00
50	Kodak 16mm Roll Film Camera	Microfilming Center	41.25
52	Kodak 16mm Roll Film Camera	Microfilming Center	2.00
328	COM Recorder	Microfilming Center	44.00
429	Canon Stand-Alone Scanner	Microfilming Center	40.00
430	Canon Stand-Alone Scanner	Microfilming Center	0.25
513	Canon Stand-Alone Scanner	Microfilming Center	3.25
514	Canon Stand-Alone Scanner	Civil/Criminal	2.00
515	Canon Stand-Alone Scanner	Domestic Relations	0.50
519	Kodak Hi-Speed Scanner	Microfilming Center	36.25
525	Kodak Hi-Speed Scanner	Microfilming Center	59.25
526	Kodak 16mm Archive Writer	Microfilming Center	86.00
Total			484.25

* 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

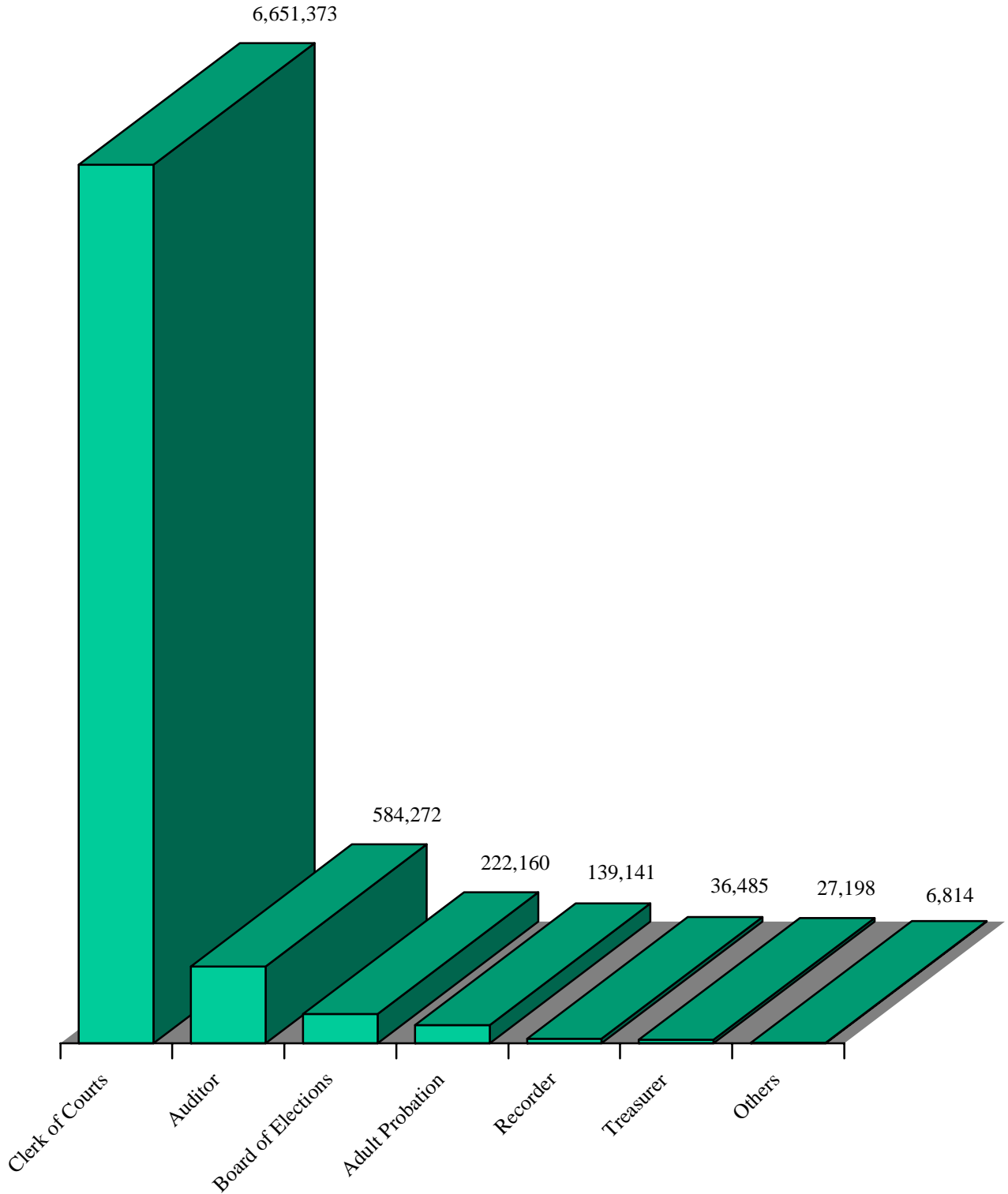
Total = 3,925,356



Microfilming Center Paper Image Production

Paper records microfilmed, scanned and processed
by the Microfilming Center

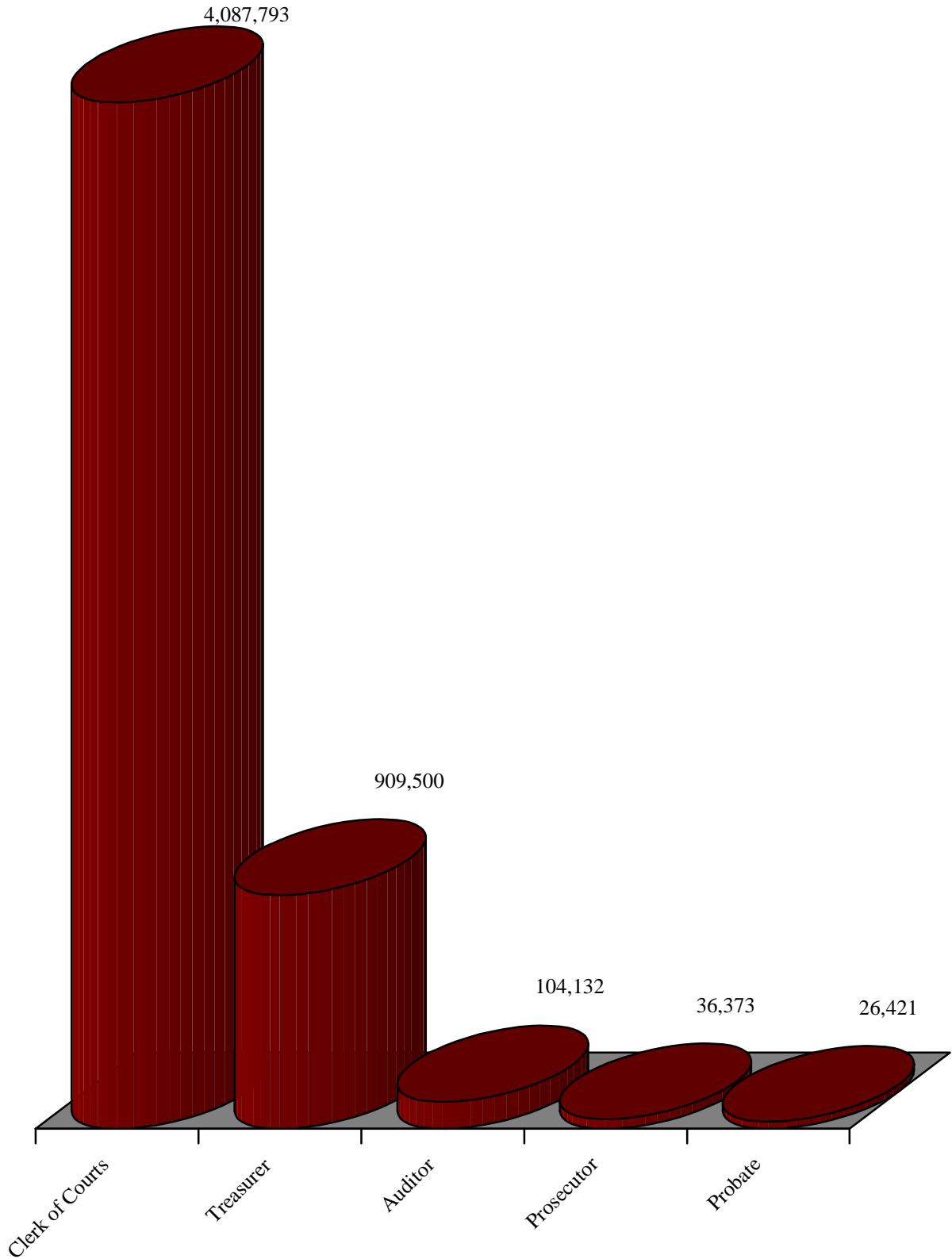
Total = 7,667,443



Satellite Agencies Paper Image Production

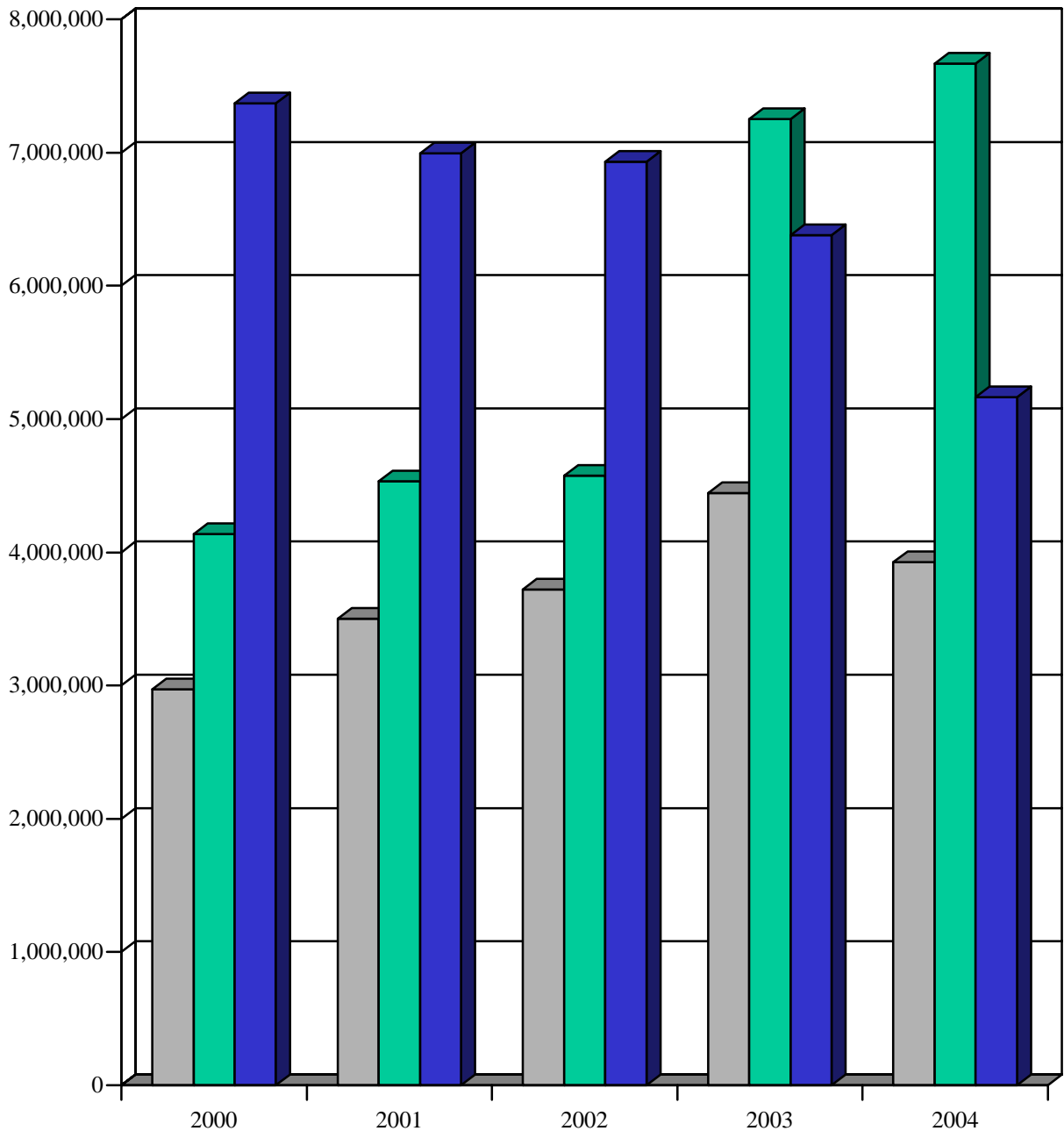
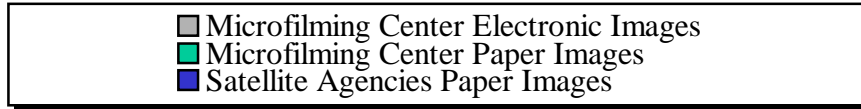
Paper records microfilmed and scanned by participating agencies
and processed by the Microfilming Center

Total = 5,164,219



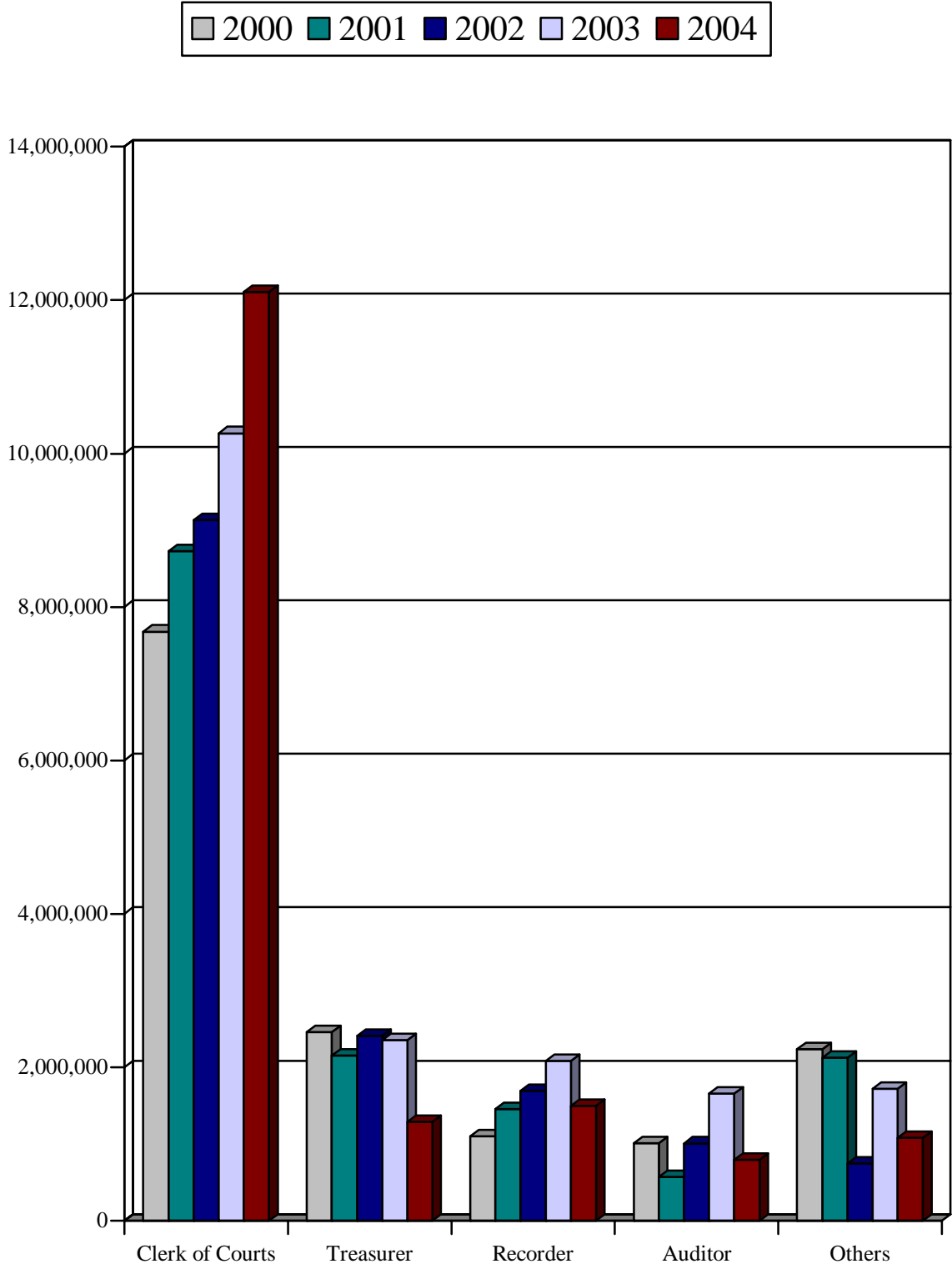
Document Conversion Trends

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



Agencies Conversion Trends

Total images converted per agency



Final 2004 Appropriation Status Report

Description	Appropriation	Expenditure	Balance
Salaries and Wages	\$559,671.36	\$578,233.49	\$-18,562.13
Sick Leave – Wellness Pay Out	0	3,211.20	-3,211.20
Vacation – Term	0	533.36	-533.36
Overtime Wages	0	23.23	-23.23
PERS Contribution	75,816.00	78,788.75	-2,972.75
Medicare	8,117.76	7,434.49	683.27
Fringe Benefits	157,920.00	166,209.14	-8,289.14
Workers Compensation	6,816.00	4,941.94	1,874.06
Services and Charges	123,460.00	104,115.82	19,344.18
Materials and Supplies	74,150.00	68,344.41	5,805.59
Capital Outlays	104,000.00	103,600.00	400.00
Totals	\$1,109,951.12	\$1,115,435.83	\$-5,484.71