



# FRANKLIN COUNTY DOCUMENT IMAGING CENTER

2014 Annual Report



Recorder Terry J. Brown  
Director Debra Willaman

Issued to the County Microfilming Board  
and the Board of County Commissioners 4/6/2015

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**2014 OFFICERS & MEMBERS**

Clerk of Courts Maryellen O'Shaughnessy, Chair  
Commissioner John O'Grady, Vice-Chair  
Recorder Terry J. Brown, Secretary  
Treasurer Edward J. Leonard, Member  
Auditor Clarence E. Mingo, Member

**2014 REPRESENTATIVES**

Clerk of Courts Representatives Antone White & Edwin Kirby  
Commissioner Representative Shannon Cross  
Recorder Representative Brian E. Shinn  
Treasurer Representatives Steven Porte & Deidre Thompson  
Auditor Representative Gary Woodward

**2015 OFFICERS & MEMBERS**

Clerk of Courts Maryellen O'Shaughnessy, Chair  
Auditor Clarence E. Mingo, Vice Chair  
Recorder Terry J. Brown, Secretary  
Treasurer Edward J. Leonard, Member  
Commissioner John O'Grady, Member

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Clerk of Courts Representative Antone White  
Auditor Representatives Gary Woodward & George Mance  
Recorder Representative Brian E. Shinn  
Treasurer Representative Steven Porte  
Commissioner Representative Shannon Cross

## Introduction

Franklin County government has relied on paper records since the county was formed. Handwritten journals from the early 1800s still exist and reflect property assignments and divisions from that era. Those journals are retrievable and readable to this day at the Ohio History Connection. Unfortunately, old-style cursive writing can be hard to decipher, and there is only one copy of each journal, usable by only one person at a time. Fortunately, typewriters, carbon paper and, later, copiers made information sharing more legible and accessible, but the document had to be acquired on paper.

## Overview

The Franklin County Microfilming Center, renamed the Document Imaging Center (DIC) in 2012 has been responsible for maintaining the county's permanent records on microforms (the encompassing term for microfilm and microfiche) since 1985. Microform allowed a permanent copy to be stored safely offsite, while duplicate film is made for distribution and frequent use.

Microform storage of permanent records continues to be recognized as a best practice, supported by the Franklin County Records Commission as well as the National Archives, the County Archivists and Records Manager's Association (CARMA), and the American Records Manager's Association (ARMA). While electronic images proliferate, there is no officially recognized, reliable, permanent digital storage. Headlines of lost electronic records continue. Unless and until electronic record permanency can be demonstrated, paper and film will remain as best practices. However, the 21<sup>st</sup> Century is digital, and the DIC has transitioned to offer electronic records to our customers as well.

Electronic records make remote access to public information easy and low cost. Residents expect digital access, but years of permanent records are stored either on paper, or only on film. The Document Imaging Center offers paper or film scanning to digital images, fulfilling several of these needs.

The transition from paper to digital records requires high speed equipment and skilled staff. Furthermore, digital images have replaced microfiche duplicates for distribution and availability for residents, requiring IT technicians to facilitate secure electronic data transfer.

Machines to make microfiche are no longer being manufactured. Permanent storage is transitioning to roll film for disaster recovery as well as fulfilling the requirement of preserving original images. The DIC is aware of this change and is working to acquire a second roll film writer (an ArchiveWriter) to fulfill this need. Future plans are discussed in the Five-Year Capital Plan included at the end of this report.

The DIC works closely with the Franklin County Records Commission, reviewing retention schedules when work is requested. This additional review prevents short-term retention items from being filmed, as well as reinforcing retention rules with agencies. This service is an additional benefit to county government offices.

Franklin County allocates \$250,000 per year for offsite storage for agencies. The DIC can help reduce this annual cost by ensuring the best permanent storage for the public's records. One box of paper holds about 2,500 pages, while one box of microfilm holds over 500,000 images. Each box is stored for \$1 per box per month. Therefore, 500,000 images on microfilm costs \$12 per year to store, while the cost to store those same images on paper for a year would be \$2,400, at a savings of 99.5%. This allows for a savings of \$2,388 per 500,000 images stored.

## 2014 Summary

In 2014, we experienced many changes in the DIC. We added a third scanner to handle increased paper projects – we have work planned for those scanners through 2020. However, a traditional scanning team consists of two people preparing documents for scanning (prep) and one running the scanner.

Document preparation is a significant portion of the work performed by Document Imaging Center staff. While preparing paper documents for scanning to digital images, our staff ensures that the pages are clear of staples, paper clips, and other items that can damage scanning equipment; are free of folds; any tears are repaired; and contain no small items such as Post-it notes. This process is crucial in creating a usable and accurate image for permanent record, but it is also very labor intensive. The DIC realized there was no data being tracked to reflect the amount of time spent on prep. Consequently, in 2014, we implemented a method of tracking this production and found that more than 7,700 staff hours were spent in document prep, representing more than 25% of our total production hours. We are proud of the attentiveness and detail our staff puts into this critical part of our processes. Considering that the scanning machines can scan 1,000 pages an hour, it is easy to see why more people performing document preparation are required to increase scanning speed and, as a result, to reduce paper storage costs ultimately. This report contains a chart detailing the document preparation time for 2014.

The Recorder and DIC also prepared a Five Year Capital Plan, the first for this agency. The Plan is included at the end of this report. As we move to providing more digital and indexing services, the Capital Plan is a blueprint for the future that contains while providing a long-term forecast of budget needs.

The DIC also took the first step towards decommissioning the Datagraphics Microfiche production machine, which was purchased used in 1999. Our staff worked with the Clerk of Courts, our biggest microfiche customer, and transferred their daily electronic production to roll film. In the previous year, the DIC produced nearly 5.5 million master images for the Clerk on microfiche, and just over 4.6 million images in duplicates. However, in 2014, the DIC produced 50 rolls for the Clerk of Courts instead. We expect to continue this downward trend as more projects from the Clerk move to film over fiche. This change will result in cost savings for the DIC, as microfiche supplies and production are more expensive than roll film production.

The DIC is pleased to submit the 2014 Annual Report and to continue our proud history of providing quality services to Franklin County.

Respectfully Submitted,



Recorder Terry J. Brown



Debra Willaman, Director

## Document Imaging Center Team

### History Production

Three key areas of production fall within the History Production department – Document Preparation, Document Scanning, and Indexing & Quality Assurance. The Coordinator for the department oversees project workflow, monitors staff production output, and coordinates with client agencies. The Coordinator is also entrusted with managing projects, creating barcodes, and supervising the Data Entry, Scanning, and Document Preparation teams, among other duties.

### Document Preparation



Document preparation is essential to assuring a quality scanned product. Staples, clips, and other metal pieces are removed to prevent machine damage, and small papers relocated. Frayed edges are cut off and poor quality documents are stamped with “poor original”. Those prepping must make sure that documents are in order and bar-coded correctly. They must also remove any

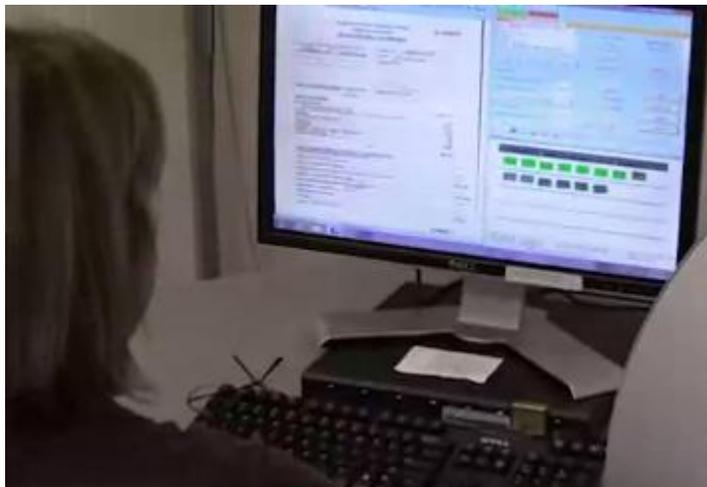
physical case evidence from files, mark them correctly, and place them in designated exhibit boxes to be returned to the originating office.

### Document Scanning

Scanners place the documents into the scanning machines and monitor the digital images. While looking at these digital images, the person scanning must make sure that the images are of the best quality and are bar-coded correctly. The scanner must then process these images to Quality Assurance, where the images are reviewed and placed on film for the originating office. The originating office will also get digital images of their files upon request.



## Indexing & Quality Assurance



The indexing team imports each case file into the designated program. They complete data entry on each case file (as directed by the client). Once data entry is complete, the team saves each file into the system. Our Quality Assurance staff retrieve the file and check all the information entered by the indexing team.

## Special Projects

Certain documents not suited to the high-speed scanners are handled individually in the Special Projects section. Old papers can be extremely fragile and often were not stored in optimum conditions. Individualized attention assures that the records are preserved on microfilm and available digitally. This section also processes smaller projects.

## Equipment

The Equipment Technician responds to calls for service and enables a quick resolution to most problems; manages and repairs microfilm equipment; takes inventory; and orders microfilm supplies. The technician is also responsible for processing (developing) film, as well as filming large format documents, and evaluating and recommending the purchase of capital equipment. Detailed records are maintained on all the equipment maintenance and production.



## Technology

Transitioning from paper to digital records affects government as well as private companies. The IT Support Specialist position is crucial to continue to deliver services to our clients. The employee performs routine duties, such as updates to computer software, management of hardware, login information, and PC issues. The employee offers input where a technology perspective can be crucial in making decisions for the Document Imaging Center. This position also assists in the main Recorder's Office on an as-needed basis, as well as helping to run remote events for the Recorder. The IT Support Specialist is constantly looking for ways to improve quality and efficiency through technology and production advances.

## Film Production and Duplication

The Filming and Duplication Department creates 16mm archival roll film with a Kodak Archivewriter and COM 105mm archival fiche using the Datagraphics COM Recorder and Duplicator. The image masters are stored offsite, but duplicates can be created for clients to use onsite. Fiche, film, and TIFF images are carefully checked for quality.



The Datagraphics COM Recorder and Duplicator machines, used to produce microfiche, are no longer being produced. This technology is being replaced with digital and roll film images. Due to the decline in use, film for fiche is harder to find. The Document Imaging Center has targeted retiring the Datagraphics COM Recorder and Duplicator by 2018. The Archivewriter produces roll microfilm, which is the industry standard for storage of permanent records.

Also notable in 2014, was the completion of a 30-year project involving the research and restoration of 113 subdivisions back into the Recorder's Plat Books after the original records were destroyed by fire in 1879, and lost for more than one hundred years. William Shutt, who retired from the DIC in October of 2014, was personally responsible for the tremendous effort to replace these vital permanent records.

## Annual Prepping Report - 2014

Agency	Project #	History Production		Non-Standard Production*		Total	
		Boxes	Hours	Boxes	Hours	Boxes	Hours
AUDR	329	4	66.25	0	0	4	66.25
AUDR	334	2	3.25	1	4	3	7.25
AUDR	339	1	4	1	6	2	10
AUDR	340	2	13.5	2	6	4	19.5
AUDR	341	2	7.5	0	0	2	7.5
AUDR	343	5	21	11	52	16	73
APD	131	40	304.75	35	195.25	75	500
CCTS	431	145	410.75	118	162	263	572.75
CCTS	432	14	79.5	26	52	40	131.5
CCTS	433	5.25	108	8	96	13.25	204
CCTS	434	8	20	1	1.25	9	21.25
COMM	117	9	22	46.5	97.75	55.5	119.75
PROS	126	104.25	739.25	126.75	730	231	1,469.25
PROS	127	178.5	1,283.75	156.5	838.5	335	2,122.25
PROS	129	161	1,311.25	103	636.5	264	1,947.75
SHER	29	19.5	409.25	6	35	25.5	444.25
<b>Totals</b>		<b>700.5</b>	<b>4,804</b>	<b>641.75</b>	<b>2,912.25</b>	<b>1,342.25</b>	<b>7,716.25</b>

## Totals By Agency

Agency	History Production Boxes	History Production Hours	Non-Standard Production Boxes	Non-Standard Production Hours	Total Boxes	Total Hours
Auditor	16.00	115.50	15.00	68.00	31.00	183.5
Adult Probation	40.00	304.75	35.00	195.25	75.00	500.00
Clerk of Courts	172.25	618.25	153.00	311.25	325.25	929.50
Commissioners	9.00	22.00	46.50	97.75	55.50	119.75
Prosecutor	443.75	3,334.25	386.25	2,205.00	830.00	5,539.25
Sheriff	19.5	409.25	6.00	35.00	25.50	444.25
<b>Totals</b>	<b>700.5</b>	<b>4,804</b>	<b>641.75</b>	<b>2,912.25</b>	<b>1,342.25</b>	<b>7,716.25</b>

\*Non-standard production is document prep completed by non-history production staff including administration.

Expenditures & Revenue

Description	Budget Totals	Expenditures
Salaries and Wages	\$649,619.98	\$614,391.22
Sick Leave - Termination	\$0.00	\$7,989.32
Sick Leave – Wellness Pay Out	\$0.00	\$2,900.80
Vacation - Termination	\$0.00	\$2,059.01
Retroactive Adjustment	\$608.00	\$3,932.48
PERS Contribution	\$91,498.43	\$86,475.18
Medicare	\$9,426.38	\$7,483.72
COTA Contributions	\$0.00	\$844.20
Other Fringe Benefits	\$281,029.25	\$254,964.78
Employee Benefit Contributions	\$(32,039.28)	\$(28,664.00)
Workers Compensation – Self Insurance Premium	\$5,962.18	\$5,428.21
Workers Compensation – Self Insurance Claims	\$0.00	\$(586.27)
Voice Mail Services	\$390.00	\$390.00
Travel Expenses No Overnight	\$0.00	\$263.93
Storage Facilities Rent/Lease	\$19,000.00	\$15,895.80
Office Materials & Supplies	\$1,500.00	\$0.00
Equipment Maintenance & Repair	\$5,000.00	\$763.65
Maintenance & Repair Agreements	\$90,850.00	\$81,646.80
Photographic Materials & Supplies	\$31,000.00	\$21,147.70
Micrographic Materials & Supplies	\$5,000.00	\$2,814.24
Equipment Placement Parts	\$2,000.00	\$1,247.84
Capital Expenditures	\$27,800.00	\$21,250.00
Software License	\$17,596.00	\$9,550.00
<b>Totals</b>	<b>\$1,206,240.94</b>	<b>\$1,112,188.61</b>
<b>Total Revenue - Microfilm Copy Receipts</b>	<b>\$670.00</b>	
<b>Difference - Budget Totals vs. Expenditures*</b>	<b>\$94,052.33</b>	

\*The Document Imaging Center ended 2014 under budget.

Agency Servers	Masters	Duplicates	Images
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These projects are sent electronically to the COM/QA/Duplication department for filming. The images are checked for readability and produced on Microfiche for the clients.

### Microfiche

#### Auditor

Abstract Exempt Report-DTE Form 94 (RE)	1	1	49
Abstract Report-DTE Form 93 (RE)	1	1	137
Abstract VCH Entries (RE)	26	26	5,319
Accum Delinquent Duplicate-PPDQ	7	14	632
Adders/Remitters-PPDQ	5	10	46
Agricultural Detail Report (RE)	2	2	356
Agricultural DTE Form 114 (RE)	1	1	10
All VCH Entries (RE)	39	39	8,026
County Value Reports (RE)	1	1	137
Delinquent Duplicate-PPDQ	13	26	2,338
Delinquent Tax List (RE)	10	10	1,718
DTE 15 (RE)	1	1	6
DTE 15 Detail (RE)	1	1	52
Homestead Application Report (RE)	76	76	15,642
Parcel Land Report (RE)	4	4	776
Payments-PPDQ	2	4	8
Payroll Accruals	104	104	20,411
Payroll Proofs	272	272	53,856
Summary of Charges 1 (RE)	9	54	1,282
Summary of Charges 2 (RE)	9	54	1,282
Summary of Charges 3 (RE)	9	54	1,282
Summary of Charges All (RE)	9	54	1,282
Tax Abstract (RE)	1	2	135
	<b>603</b>	<b>811</b>	<b>114,782</b>

#### Clerk of Courts

Appeals Daily (AP-1)	110	110	21,228
Appeals Daily (eAP-1)	685	685	130,015
Appeals Index	58	0	9,138
Civil Daily (CV-1)	2,792	2,792	533,657
Civil Daily (eCV-1)	7,555	7,555	1,433,113
Civil Daily (Sealed)	91	91	17,936
Civil Index	2,267	0	466,688
Criminal Case Dispositions Alpha	18	18	3,504
Criminal Case Dispositions Numeric	18	18	3,502
Criminal Daily (CR-1)	758	758	146,797
Criminal Daily (eCR-1)	2,022	2,022	384,903
Criminal Index	103	0	17,554
Domestic Daily (DR-1)	1,002	1,002	180,080
Domestic Daily (eDR-1)	1,962	1,962	372,734
Domestic Daily (Sealed)	8	8	1,529
Domestic Index	199	199	36,218
Domestic Notices (DR-2)	232	232	31,886
Domestic Proof of Issuance	202	202	22,679

<b>Agency Servers</b>	<b>Masters</b>	<b>Duplicates</b>	<b>Images</b>
<b><u>Clerk of Courts (cont.)</u></b>			
Grand Jury Subpoenas	23	23	3,721
Juvenile Blue Mailers, Waivers, & H.N.	239	239	32,277
Juvenile Case Initiation Files (JU-2)	30	30	5,658
Juvenile Daily (eJU-1)	3,444	3,444	654,376
Juvenile Daily (JU-1)	976	976	177,980
Juvenile Daily (Sealed)	17	17	3,296
Juvenile Index	723	0	145,020
Juvenile Proof of Issuance	340	340	50,909
Juvenile Traffic Daily (JT-1)	85	85	16,542
Juvenile Traffic Notices & POIs (JT-2)	7	7	907
	<b>25,966</b>	<b>22,815</b>	<b>4,903,847</b>
<b><u>Probate Court</u></b>			
Adoption Records	201	201	40,671
General Records	2,581	2,581	530,873
Marriage Records	131	131	26,461
Mental Commitment Records	85	85	16,879
	<b>2,998</b>	<b>2,998</b>	<b>614,884</b>
<b><u>Recorder</u></b>			
General Index	215	645	43,348
Official Records	3,849	11,547	771,999
	<b>4,064</b>	<b>12,192</b>	<b>815,347</b>
<b><u>Treasurer</u></b>			
Tax Duplicate	2,907	9,034	603,502
	<b>2,907</b>	<b>9,034</b>	<b>603,502</b>
<b>Microfiche Totals</b>	<b>36,538</b>	<b>47,850</b>	<b>7,052,362</b>
<b><u>Roll Film 16mm</u></b>			
<b><u>Clerk of Courts</u></b>			
Civil Daily (CV-1)	4	4	61,158
Civil Daily (eCV-1)	14	14	207,316
Criminal Daily (CR-1)	1	1	14,885
Criminal Daily (eCR-1)	4	4	59,319
Domestic Daily (DR-1)	4	4	62,704
Domestic Daily (eDR-1)	7	7	101,536
Juvenile Daily (eDR-1)	13	13	195,546
Juvenile Daily (JU-1)	3	3	47,352
	<b>50</b>	<b>50</b>	<b>749,816</b>
<b>Roll Film Totals</b>	<b>50</b>	<b>50</b>	<b>749,816</b>
<b>Data Center/Agency Servers Totals</b>	<b>36,588</b>	<b>47,900</b>	<b>7,802,178</b>

Document Scanners	Masters	Duplicates	Images
<b><u>Electronic</u></b>			
<b><u>Microfilming Center</u></b>			
Expungement Request Forms	0	0	51
Work Verification	0	0	3,698
	<b>0</b>	<b>0</b>	<b>3,749</b>
<b><u>Recorder</u></b>			
Payroll Records 2008-2009	0	0	7,047
	<b>0</b>	<b>0</b>	<b>7,047</b>
<b><u>Treasurer</u></b>			
Address Change Cards	0	0	10,407
	<b>0</b>	<b>0</b>	<b>10,407</b>
<b>Electronic Totals</b>	<b>0</b>	<b>0</b>	<b>21,203</b>
<b><u>Microfiche</u></b>			
<b><u>Auditor</u></b>			
2010 Rental Exceptions (RE)	33	33	6,857
2010 Rental Registrations (RE)	64	64	13,216
2011 Rental Exceptions (RE)	28	28	5,724
2011 Rental Registrations (RE)	39	39	7,909
	<b>164</b>	<b>164</b>	<b>33,706</b>
<b>Microfiche Totals</b>	<b>164</b>	<b>164</b>	<b>33,706</b>
<b><u>Microfiche and Electronic</u></b>			
<b><u>Auditor</u></b>			
Transfers and Conveyance Sheets (RE)	316	2,212	52,193
	<b>316</b>	<b>2,212</b>	<b>52,193</b>
<b>Microfiche and Electronic Totals</b>	<b>316</b>	<b>2,212</b>	<b>52,193</b>
<b><u>Roll Film 16mm</u></b>			
<b><u>Auditor</u></b>			
23A Decisions 2012	49	490	9,995
Inactive CAUV Files (RE)	1	1	223
	<b>50</b>	<b>491</b>	<b>10,218</b>

Document Scanners	Masters	Duplicates	Images
<b><u>Clerk of Courts</u></b>			
Transcripts 72CR1185-12CR4115	53	0	861,323
	<u>53</u>	<u>0</u>	<u>861,323</u>
<b>Roll Film 16mm Totals</b>	<b>103</b>	<b>0</b>	<b>871,541</b>
<b><u>Roll Film 16mm and Electronic</u></b>			
<b><u>Adult Probation</u></b>			
Closed Project Progress Files 2006	24	24	371,494
	<u>24</u>	<u>24</u>	<u>371,494</u>
<b><u>Auditor</u></b>			
BOR Case Files 1988-1990	3	3	43,599
Splits 2008-2010 (RE)	2	0	18,363
Value Change Certificates 1932-1977 (RE)	6	6	133,267
Value Change Certificates 2009-2011 (RE)	2	2	90,993
	<u>13</u>	<u>11</u>	<u>286,222</u>
<b><u>Clerk of Courts</u></b>			
Civil Transcripts 89VC1790-95CV6907	5	3	81,588
	<u>5</u>	<u>3</u>	<u>81,588</u>
<b><u>Commissioners</u></b>			
Resolutions to Microfiche	12	12	140,640
	<u>12</u>	<u>12</u>	<u>140,640</u>
<b><u>Prosecutor</u></b>			
PR-1 Criminal Cases 1995	29	29	470,148
PR-1 Criminal Cases 1996	41	0	665,629
PR-1 Criminal Cases 1997	24	0	393,593
	<u>94</u>	<u>29</u>	<u>1,529,370</u>
<b><u>Sheriff</u></b>			
2011 Detective Bureau Investigative Case	8	0	113,635
	<u>8</u>	<u>0</u>	<u>113,635</u>
<b>Roll Film 16mm and Electronic Totals</b>	<b>144</b>	<b>67</b>	<b>2,337,202</b>
<b>Document Scanners Totals</b>	<b>739</b>	<b>2,505</b>	<b>3,501,592</b>

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Duplicators Only	Duplicates
<b><u>Microfiche</u></b>	
<b><u>Clerk of Courts</u></b>	
Criminal Expungements	67
	<hr/>
	67
<b>Microfiche Totals</b>	<b>67</b>
<b>Duplicators Totals</b>	<b>67</b>

Indexing Stations	Images
<b><u>Microfiche</u></b>	
<b><u>Prosecutor</u></b>	
PR-1 Criminal Cases 1980	183,982
PR-1 Criminal Cases 1994	250,825
PR-1 Criminal Cases 1995	777,052
PR-1 Criminal Cases 1996	901,036
	<u>2,112,895</u>
<b><u>Veterans Service Commission</u></b>	
Financial Assistance Apps. 1928-2006	146,610
	<u>146,610</u>
 <b>Indexed Images Totals</b>	 <b>2,259,505</b>
 <b>Indexing Stations Totals</b>	 <b>2,259,505</b>

<b>Microfilm Scanners</b>	<b>Images</b>
<hr/>	
<b><u>Microfiche Images</u></b>	
<b><u>Board of Elections</u></b>	
Voter Master Files	261,630
	<hr/>
	<b>261,630</b>
<b><u>Commissioners</u></b>	
Commissioner Resolutions 1983-1997	36,843
	<hr/>
	<b>36,843</b>
<b><u>Microfilming Center</u></b>	
Microfilming Board Resolutions 1985-2010	1,857
	<hr/>
	<b>1,875</b>
<b>Microfiche Images Totals</b>	<b>300,330</b>
<b>Microfilm Scanners Totals</b>	<b>300,330</b>

Planetary Cameras	Masters	Duplicates	Images
<b><u>Microfiche</u></b>			
<b><u>Recorder</u></b>			
Condominium Plats	116	0	563
Plats	26	0	155
	<b>142</b>	<b>0</b>	<b>718</b>
<b>Microfiche Totals</b>	<b>142</b>	<b>0</b>	<b>718</b>
<b>Planetary Cameras Totals</b>	<b>142</b>	<b>0</b>	<b>718</b>

# Appendix A

RESOLUTION NO. 19-14 Tabled on 9/17/14

October 15, 2014

## RESOLUTION ADOPTING A CAPITAL PLAN FOR THE DOCUMENT IMAGING CENTER

WHEREAS, Ohio Revised Code Section 307.802 provides that the county microfilming board shall coordinate the use of all microfilming or imaging processing equipment, software, or services throughout the county offices; and

WHEREAS, the equipment used by the Document Imaging Center has not been regularly replaced or upgraded by prior administrations; and

WHEREAS, some items used by the Document Imaging Center are out of date and require replacement on a regular schedule; and

WHEREAS, the Document Imaging Center has not previously adopted a Capital Plan; and

WHEREAS, the Franklin County Recorder's Office and the Document Imaging Center have created a Capital Plan that will address the future needs of both the office of the Franklin County Recorder, the Document Imaging Center, and the county agencies that utilize the services of the Document Imaging Center; and

WHEREAS, the adoption of a Capital Plan allows for the planned replacement of technology to ensure proper operation of the Document Imaging Center; and

WHEREAS, the section titled, "Recorder Document Management System," and a portion of the section titled, "Recorder/Center Annual Computer Workstation Upgrades," do not apply to the Document Imaging Center and are thus outside of the jurisdiction of the Microfilming Board;

THEREFORE, BE IT RESOLVED that the Franklin County Microfilming Board hereby adopts the portions of the attached Capital Plan that apply to the equipment owned or managed by the Document Imaging Center.

Voting Aye Thereon:

Voting Nay Thereon:



Maryellen O'Shaughnessy, Chair

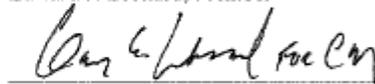
John O'Grady, Vice-Chair



Terry J. Brown, Secretary



Edward J. Leonard, Member



Clarence E. Mingo, Member

Maryellen O'Shaughnessy, Chair

John O'Grady, Vice-Chair

Terry J. Brown, Secretary

Edward J. Leonard, Member

Clarence E. Mingo, Member



# Franklin County Recorder & Document Imaging Center 5 Year Capital Plan

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*2015-2019*

*8/15/2014*

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## Introduction

Ohio Revised Code §317.13(A) identifies the primary duty of an Ohio county recorder:

...the county recorder shall record in the official records, in legible handwriting, typewriting, or printing, or by any authorized photographic or electronic process, all deeds, mortgages, plats, or other instruments of writing that are required or authorized by the Revised Code to be recorded and that are presented to the county recorder for that purpose.

The Recorder's official records were originally handwritten and kept in bound journals, and the earliest record was dated in April, 1802. Unfortunately, a fire on January 31, 1879, destroyed most of those early records; however, the original records subsequently were reproduced in bound journals. These bound journals are still in use to this day, and the public would benefit by their digitization. Since 1997, all documents recorded with the Franklin County Recorder are maintained in a software application that was custom-designed for the office and includes a searchable database for the public to access these records online.

The mission of the Franklin County Recorder's Office is to provide excellent customer service to office holders, businesses, and individuals in a dependable, efficient, and professional environment. Under the administration of the Recorder and governance of the Franklin County Microfilming Board, the Document Imaging Center's mission is to assist the Recorder and other Franklin County government offices in their management of the public's records, promotion of government accountability, and protection of the rights of county residents by providing reliable access and preservation of the public records. The highly skilled and innovative employees in the Center strive to serve its customers through accuracy and efficiency in gathering, converting, indexing, and storing images to disseminate, protect and preserve the records of Franklin County government agencies and offices and for county businesses and residents.

## Goals of the Capital Plan

The goals expected to be achieved with the investment outlined in this Capital Plan are:

- Modernize operations to 21<sup>st</sup> Century technology;
- Avoid a disruption of operations due to malfunctioning, obsolete equipment or the unavailability of repair parts or supplies;
- Reduce storage costs for county agencies by converting paper to digital and microfilm images; and
- Permanently and safely preserve electronic/digital public records on microfilm.

This investment will allow needed upgrades of vital equipment and foster in-house production and efficiencies of critical records management solutions. The outcome of these investments will provide overdue modernization of critical equipment, permit uninterrupted production in workflow, and reduce costs in the provision of storage with reliable, increased access and proper, timely destruction of documents that have exceeded their retention periods.

## Document Imaging Services

The Franklin County Document Imaging Center provides services to the Recorder and to county agencies and offices. The Center processes records of all sizes and formats, including plats and plans, up to 34" x 44" in size. A digital record with microfilm backup improves convenience, reduces the annual cost of paper storage, and accomplishes the mandate of public access and preservation of records permanently. Affordable digital and microfilm image conversion offers great value to stewards of public tax dollars.

In 2013, the Center:

- Converted 7.5 million electronic images to microfiche;
- Converted 2.2 million images to microfilm;
- Prepared 800 boxes for scanning;
- Scanned and converted 2.4 million pages into digital images;
- Made 4.25 million digital images from microfilm and microfiche;
- Indexed 4.7 million images;
- Photographed nearly 700 oversized records;
- Managed the storage of more than 1.5 billion images on microfilm/fiche; and Maintained 33 microfilm/fiche readers throughout the county.

These records document the legal, historical, administrative, and governmental actions and decisions that have been taken on behalf of the residents of this county. The maintenance, preservation, accessibility, and proper destruction of these records are governed by the Ohio Public Records Act and the Franklin County Records Commission.

The Franklin County Document Imaging Center currently stores 1.5 billion microform images offsite for sixteen county agencies, entities, and offices, in approximately 1,300 boxes. Microform is a more efficient way to store images at only \$16,000 per year: a box of microfiche can hold 1,141,000 images, while a box of roll film holds 816,000 images. A box of paper files averages only 2,700 pages (images) per box, with the current storage rate of \$1 per box per month. Thus, the same 1.5 billion images stored on paper (estimated at more than 555,556 boxes) would cost about \$6.6 million per year. Microform storage offers a much greater value.

## The Past and the Future

Services offered over the past 30 years by the Center have slowly expanded to embrace technology and support electronic records. While film production equipment continues to function, it has not been upgraded in 24 years. In 2004, new computers and two high-speed document scanners were added, expanding services offered. However, microfilming remains the standard for permanent records preservation.

Over the next five years, the Center must continue to upgrade processes and equipment to adapt to changing technology and the different needs of our county customers. Because production equipment is built to last, initial investment is significant. However, much of the current

machinery is over ten years old, and the training, diligence, and expertise of the technical staff keeps the equipment viable and annual costs down.

The Center’s services save money and storage space and assure digital access to important public records. In 2012, a county agency entered into a contract with a scanning vendor to perform services for about 3.5 million images for \$320,000. With current staffing and equipment, the Center could have completed that project in about 3 years (at 1.2 million images per year), which was out of range for that agency’s needs. With upgraded equipment and proper staffing levels, that project could have been completed in-house within the allotted time frame, preventing that expenditure.

One standard box of microfiche holds about 1.1 million images, which is comparable to 183 boxes of paper records. The ability to store those 1.1 million microfiche images for \$12 a year (\$1 per box per month), versus \$2,196 a year (\$183/month for 12 months) to store boxes of paper, makes microfilm a great value for stewards of public tax dollars. Microfiche storage fees are one-half of one percent of the cost of storing paper.

Unfortunately, the Center’s equipment has not been upgraded or replaced in a routine manner, and the existence of a previous Capital Plan is unknown. From 2004 through 2014, the Center spent \$361,592 on capital purchases, averaging just above \$36,000 per year. Although that modest amount is admirable, particularly through frugal budget years for an agency reliant on technology, this modest investment explains many of the mechanical issues currently faced by the Center. Consequently, seemingly simple operating system upgrades can render heavily-used equipment nonfunctional, such as the recent countywide move to the Windows 7 operating system. In order to be competitive with the advancements in digital technology and to keep county imaging dollars in this county, the Center must continue to offer modern solutions to records management problems.

A list of the equipment currently in use in the Recorder’s Office and the Document Imaging Center follows. This list includes the year of purchase and the purchase price.

Model #	Description	Location	Price	Installed
XFP2000	Datagraphix Com Recorder	373-19 COM/Dupe	\$160,596.00	4/24/1999
Datamaster II 300-D	Datagraphix Microfiche Duplicator	373-19 COM/Dupe	\$44,900.00	1/9/1998
I9620	Kodak 16mm Archive Writer	373-19 COM/Dupe	\$61,970.00	6/21/2004
Mach V	Mekel Microfilm Scanner	373-19 Microfilm Scanning	\$57,700.00	4/27/2009
Producer 150	Tameron Planetary Camera	373-19 Microfilm Scanning	\$54,200.00	2/2/1991
Mach VII	Mekel Microfiche Scanner	373-19 Microfilm Scanning	\$52,900.00	7/7/2008
Mach VII	Mekel Microfiche Scanner	373-19 Microfilm Scanning	\$52,900.00	7/7/2008
I5200	Kodak Hi-Speed Scanner (3)	373-19 History	\$29,565.00 (2), \$26,900.00	11/9/2012, 7/28/2014
F10	Allen Microfilm Processor	373-19 Processing	\$21,442.00	1/1/1989
16/35 RRD	Ozolid Roll Film Duplicator	373-19 COM/Dupe	\$11,150.00	1/11/1990
IS-199	Burt Chemical Mixer	373-19 Processing	\$3,420.00	3/1/2002
I2600	Kodak Scanner	373-19 Storage	\$1,995.00	8/25/2011
5001	Metric Ultrasonic Film Splicer (2)	373-19 Storage, 373-19 COM/Dupe	\$1,895.25, \$1,895.00	8/10/1990, 4/19/1996

# Franklin County Recorder & Document Imaging Center Five-Year Capital Plan

**2015-  
2019**

Model #	Description	Location	Price	Installed
1200	Extex Microfiche Cutter	373-19 Processing	\$1,835.00	2/16/2001
XL 16	Eyecom Motorized Roll Film Viewer (6)	373-19 Storage (4) 373-19 COM/Dupe (2)	\$1,672.00 (6)	9/18/1996-5/8/2002
I2800	Kodak Scanner	373-19 Nada	\$1,495.00	4/8/2014
RF300	Micron Roll Film Carrier (2)	373-19 Admin. Assist., 373-19 Storage	\$795.73 (2)	6/22/1995
Ultra Jr.	Rotex Silver Recovery Device	373-19 Processing	\$696.80	10/16/2012
OP40	Bruning Microfiche Duplicator	373-19 COM/Dupe	\$475.00	3/28/2005
240SE	Kroy DuraType Lettering Machine	373-19 Special Projects	\$133.99	2/7/2002
	Micron Manual Combo Carrier	373-19 Storage	*	*
LabelManager 450D	Adhesive Label Printer	373-19 Technician	*	*
7803	Image Systems Inc. Fiche Cutter	373-19 Processing	*	*
TD-528	MacBeth Densitometer	373-19 Processing	*	*
MRD-2	Kodak 35mm Planetary Camera	373-19 Special Projects	*	*
M4099D	Fujitsu Scanner	373-18 Recording Services	\$15,285 (2)	4/5/2002
M4099D	Fujitsu Scanner	373-18 Recording Services	\$14,997	7/31/2004
Ricoh Aficio Plotter	240 W		*	2/23/2009
*purchase date and/or price is unknown				

Scanner printers, reader printers, roll film viewers, microfiche viewers, and other miscellaneous equipment are listed in a separate chart at the end of the document in **Attachment B**.

## Equipment and Software Objectives

As explained above, the goals of the Five-Year Capital Plan for the Franklin County Recorder and the Document Imaging Center are to modernize to 21<sup>st</sup> Century technology, to avoid a disruption of operations due to equipment issues or unavailability of repair parts or supplies, to reduce storage costs by converting paper to digital and microfilm images, and to permanently and safely preserve electronic/digital public records on microfilm. The purpose of using a multi-year capital plan to help achieve these goals is to anticipate future needs and to spread the purchases over a reasonable time frame.

Under previous administrations, it appears the Center had not analyzed its needs for the orderly replacement and upgrade of technology. An example is that in 2013, the Center decommissioned a very outdated microfiche duplicating machine which operated with tanks of anhydrous ammonia. This chemical is extremely hazardous, can quickly burn through to bone, is deadly to breathe, and is a component in the production of crystal methamphetamine. This was not a chemical that was appropriate to be housed on the 19<sup>th</sup> floor of a 26 story office building. The machine was sent to salvage and the anhydrous ammonia was removed in an environmentally safe and appropriate manner.

### Digital Overhead Scanner and 16/35mm Archive Writer

The largest investment in the next five years is the replacement of the planetary camera. (See **Attachment A** for in-depth review of the camera presently in use.) Current technology allows, and sophisticated users expect, digital imaging and electronic access to important public documents. The Center has identified a digital overhead scanner and an archive writer, with dual capacity for 16mm and 35mm film, as a replacement.

Modern digital scanners offer components to digitize film, fragile books, and larger journals. These features would be crucial in processing property records for the Recorder's Office as well as the records of other county offices, as the current camera and backup camera are obsolete. Under this Capital Plan, this large investment will be spread over two fiscal years.

Microfiche production is another equipment-related issue the Center is facing. Before the advent of digital technology, microfiche was the best way to organize, store, and preserve important records. Typical production involved producing a master fiche and making duplicates to be used by customers and staff. A single sheet of microfiche can hold 208 images and was an efficient storage and retrieval system in its day. However, microfiche has become an outdated system similar to library card catalogs.

The Datagraphix COM Recorder and COM Duplicator machines were purchased used in 1998 and 1999, for over \$220,000. The machines were the workhorses of microfiche production but became obsolete with the proliferation and ease of digital images. However, in our Center, these machines produced nearly 7.5 million images in 2013. Based upon year-to-date 2014 numbers, the total projection for this year will increase to 8.5 million images.

The continued reliance on this outdated technology has left the Center, the Recorder, and the county in a bit of a quandary. Upon reviewing the situation in 2013, our initial thought was to replace the machine. Surprisingly, it was discovered that no new microfiche production machines are being built, and film delivery from the supplier has become unpredictable. Many Records Centers have already transitioned away from microfiche to microfilm storage, while this Center is just beginning that objective.

A scanner does a very good job of capturing document images, and the quality is often better because the image is cleaned and straightened automatically. But the image must be printed to microfilm in order for it to be safely archived and eye-readable for the next 500 years.

An overhead scanner permits the image to be viewed before the film is processed, allowing poor quality images to be improved (without alteration), and the digital files are immediately available in retrieval systems. Most modern overhead scanners have the ability to capture a color image, which would allow for the digitization of color originals for access and storage. The archival image will still be saved as black and white on film. Currently, we do not have the ability to improve poor quality original, large documents (we get them regularly) or to save them as a color image.

An archive writer converts the digital computer file into an analog image that is precisely exposed onto a roll of film. Sixteen thousand images can be stored on one roll of 16mm film. We currently have a 16mm archive writer (using 16mm wide film) that produces a very high quality roll of film. A large format document cannot be reduced to 16mm film and then recreated to produce an acceptable document; the stored image is too small. A 35mm archive writer would be much more efficient, as it could write a larger image with more detail.

A 16/35mm archive writer allows us to write to both 16mm and 35mm rolls of film. The 35mm function of this machine would allow storage of entire plat books on roll film as well as in fiche jackets, a capability we do not currently have. We would continue to store oversized images in fiche jackets at six images per jacket, plus we would have the option of placing complete oversized books on roll film for archival storage. Because the images are much larger than those on 16mm film, up to 500 images per roll can be stored on 35mm film. An archive writer with 16mm/35mm capacity will work with our existing 16mm archive writer to increase our overall production capability and will act as a backup in case the existing archive writer needs service.

Together with an overhead digital scanner, this duo will capture our largest documents, the software will improve the image quality, and the digital file will be sent to the archive writer. The archive writer will print those images to 35mm film, which will be developed and inserted into microfiche jackets or stored as full rolls.

We expect the digital overhead scanner and 16/35mm archive writer to last at least 10 years each, and maintenance agreements will be required. Currently, annual maintenance on the Zeuchtel overhead scanner is quoted at \$12,800, and the maintenance contract for the above mentioned 16/35mm ArchiveWriter is \$21,400 annually.

2015 Cost - ArchiveWriter 16/35mm	\$170,600
2016 Cost - Overhead Scanner	\$127,200

### **Recorder/Center Annual Computer Workstation Upgrades**

Consistent with the Recorder's 2015 IT Plan, we plan to replace 17 computer workstations annually, cascading the replaced workstations to other users or to the public search area.

2015 cost – \$11,696

### **Recorder Document Management System**

The vendor for our current document management system informed us that they will cease supporting the current version of the system in the next few years and that we will have to purchase an upgrade. Consequently, we utilized the RFQ process to select a consultant to draft an RFP for a new document management system. By using the RFP process, we will best serve the citizens of Franklin County by obtaining the lowest and best bid for a new system that will effectively and efficiently meet our present and future organizational needs consistent with industry best practices and Ohio law. An independent project manager will provide accountability for the data conversion, implementation, and other project phases. Selection of a new system will require conversion of over 3 terabytes of data. Our consultants recommended

that we budget \$100,000 for data conversion and an additional \$100,000 for implementation costs. Additionally, new scanners will need to be purchased to replace the aging scanners in use now. We are not going to lease these scanners because when we compared the leasing costs of \$38,501.00 over two years we determined that purchasing them at \$25,461.00 with a three to five year life span is much more economical.

2015 Cost – New Document Management System	\$150,000
Consultant for Project Management	\$100,000
Data Conversion/Migration	\$100,000
Data Implementation	\$100,000
3 Fujitsu FI 6770A Scanners	<u>\$ 25,461</u>
<b>Total Cost</b>	<b>\$475,461</b>

**Desktop Microfilm/Microfiche Scanner**

The Center currently owns and maintains 33 active and 11 inactive reader/printers (used for viewing and making paper copies of microfilm and microfiche) and 78 viewers that are distributed throughout county buildings. Many of these machines are over 25 years old and still function. The initial investment in these reader/printers was from \$6,000 to \$12,500, and the viewers ran from \$100 - \$450 and offer limited function. Because so many records are on film, these viewers and reader/printers are invaluable for customers and employees alike.

The next generation of reader/printers are designed to sit on a desk top, to be connected to a computer, and networked to any printer, which not only functions as a reader/printer, but also has sophisticated software to allow image correction for poorly filmed or damaged images. They also offer many options for output, such as sending the image to a networked printer or loading it on to a removable storage device, such as a jump drive or a thumb drive.

The Center proposes to purchase one next generation reader/printer in 2015, with a computer and monitor. We anticipate the increased functionality will prove beneficial to our clients, and we hope to replace our older scanner/printers at the rate of about 6 per year from 2016 through 2020.

2015 Cost - Desktop Scanner/Printer	\$7,800
Dell Computer and Monitor	\$ 688

Following is a list of other equipment scheduled to be replaced by the Center in this five-year cycle:

<u>Equipment</u>	<u>Cost</u>
Metric Ultrasonic Film Splicer	\$2,445.00
Roll Film Viewers (2 @ \$975 each)	\$1,950.00
Low Volume Scanner (similar to i2800)	\$2,000.00
MacBeth Densitometer	\$3,000.00
Microfiche Labelers (2 @ \$100 each)	\$ 200.00

## Summary

This Five-Year Capital Plan will allow the Franklin County Recorder's Office and Document Imaging Center to continue to provide required services to customers in a dependable, efficient and professional manner. Investments in technological upgrades are needed to ensure customers have this access using currently available formats with accessible functionality. Businesses, residents, and county agencies depend on the Recorder's Office and Document Imaging Center to provide reliable access to and safe preservation of the public's records. Modernizing equipment with 21<sup>st</sup> Century technology will save money and storage space for critical records, while allowing needed access by all customers.

## Attachment A

### Planetary Camera

Much of the equipment used by the Center has an uncertain future. The planetary cameras are of particular concern. These cameras are used for oversized and fragile documents up to 34" x 44" in size.

The newest camera is 24 years old. It interfaces through a 386 MB computer with a 5 ¼ inch floppy drive. These cameras film documents the Center acquires for a short period of time before being returned. This is the Center's main camera, but some non-essential functions have already failed. These cameras use roll film and are developed in an on-site dark room, with no digital images available. The camera would not survive even a minor mechanical failure, and there are no parts or service available, as the manufacturer has dropped support.

The Center's older backup camera is over 60 years old, with photographic quality and operation of the 1950s. It is maintained for its durability and simplicity, but parts and service are also problematic.



### Attachment B

Model #	Description	Location	Price	Installed
SP2000	Minolta Scanner Printer (4)	373-19 Storage, 373-21 Accounts Payable, 373-04 Juvenile, 373-13 Tax Room	\$10,027.85, \$9,827.85, \$8,321.27 (2)	3/2/2000, 4/13/2001, 3/30/1999
MS7000	Minolta Scanner Printer	373-18 Micrographics	\$23,366.00	5/4/2004
MS 6000	Minolta Scanner Printer (13)	399-1 Juvenile Traffic, 373-04 Domestic, 373-22 Certified Desk, 373-19 History, 345-1 General (4), 373-23 Appeals, 373-04 Domestic (3), 373-23 Marriage	\$8,706.00, \$8,656.00, \$6,342.00 (2), \$6,122.00 (8), \$5,937.00	9/2/2004- 5/21/2008
605Z	Minolta Reader Printer (13)	373-19 Storage (7) , 373-17 Taxation, 373-23 Marriage, 373-22 General (3), 373-04 Juvenile,	\$8,644.10, \$8,146.84, \$7,874.75 (2) \$7,749.49, \$7,361.00, \$6,995.75, \$6,378.62 (2), \$6,366.05 (2),	8/1/1994- 8/1/2008
9000	Eyecon Microfiche Reader Printer	373-19 Storage	\$2,375.00	9/4/2001
CD-4050N	Canon Stand Alone Scanner (3)	373-19 Storage	\$6,907.00 (2), \$6,821.00	5/29/2002 (2), 10/24/2001
MP90	Canon Reader Printer (2)	373-10 File Room, 373-19 Storage	\$6,925.50, \$5,334.00	9/24/2002, 9/26/2002
760A	Micron Roll Film Viewer (4)	373-19 Storage (4)	\$870.00, \$433.29, \$0.00 (2)	10/17/1989
770A	Micron Roll Film Viewer (2)	373-19 Storage, 373-19 Admin. Assist.	\$309.16 (2)	6/6/1995
795A	Micron Microfiche Viewer (10)	373-19 Special Projects, 373-04 Domestic, 373-18 General Index (3), 373-19 Storage (3), 373-22 General (2), 373-19 Map Room	\$440.00 (7), \$425.00 (2), \$0.00 (1)	10/17/1989- 9/23/1991
Jumbo-01	Indus Microfiche Viewer (4)	373-18 General Index, 373-19 Storage (2), 373-1 Copier Office	\$317.00 (4)	7/16/1990
780	Micron Microfiche Viewer (37)	373-19 Storage (26), 373-19 Technician, Jackson Pike, 373-18 General Index (2), 345-1 General Manage, 373-19 Supervisor, 373-19 COM/Dupe, 345-1 General Records (3), 373-04 Domestic	\$204.00 (4)	10/17/1989 (4)
770	Micron Microfiche Viewer (8)	373-19 Admin. Assist., 373-19 Director, 373-04 Domestic (2), 373-19 Storage (4)	\$98.00 (8)	9/23/1991
603Z	Minolta Reader Printer (4)	373-19 Storage (3), 373-13 Lunch Area,	\$23,049.65	5/21/1997- 4/13/2001
600Z	Minolta Reader Printer (5)	280-1 BOE Storage, 520 King Ave Coroner, 373-19 Technician 373-05 Court Stenographer, 373-03 Magistrates	\$23,002.00	6/11/1998- 4/13/2001
797A	Micron Microfiche Viewer (3)	373-20 Appraisal	*	*

# Franklin County Recorder & Document Imaging Center Five-Year Capital Plan

# 2015- 2019

Model #	Description	Location	Price	Installed
SP2000	Minolta Scanner/No Printer	373-19 Storage	*	*
790	Micron Microfiche Viewer (4)	373-19 Storage	*	*

\*Purchase date and price is unknown.

## Attachment C Five-Year Replacement Schedule

Franklin County Recorder 2015-2019 Five Year Capital Plan							
As of 8/1/2014							
	Five Year Capital Plan						
Project	2015	2016	2017	2018	2019	5 Year Total	Notes
<b>Recorder</b>							
Computer Upgrades	11,696	12,866	14,152	15,567	17,124	71,405	upgrade @17 workstations annually
Fujitsu F16770A Scanners	25,461					25,461	
Document Management System	125,000					125,000	
Consultant for Proj. Management	100,000					100,000	
Data Conversion/Migration	100,000					100,000	
Data Implementation	100,000					100,000	
Ricoh Aficio Plotter 240 W					5,000	5,000	purchased 2/23/09
<b>Recorder Total</b>	<b>462,157</b>	<b>12,866</b>	<b>14,152</b>	<b>15,567</b>	<b>22,124</b>	<b>526,866</b>	
<b>Document Imaging Center</b>							
ArchiveWriter 16/35	170,600					170,600	to replace planetary camera
Overhead Scanner		127,200				127,200	to replace planetary camera
Desktop Microform Scanner/Printer	8,488	50,928	56,020	61,623	67,785	244,844	one in 2015, 6 per year thereafter
MacBeth Densitometer			3,000			3,000	
Metric Ultrasonic Film Splicer		2,445				2,445	
Roll Film Viewers (2)				1,950		1,950	2 @ \$975 each
Low Volume Scanner (i2800)					2,000	2,000	
Fiche labelers (2)	200					200	2 @ 100 each
<b>Document Imaging Center Total</b>	<b>179,288</b>	<b>180,573</b>	<b>59,020</b>	<b>63,573</b>	<b>69,785</b>	<b>552,239</b>	
<b>Total</b>	<b>641,445</b>	<b>193,439</b>	<b>73,172</b>	<b>79,140</b>	<b>91,909</b>	<b>1,079,105</b>	