

# FRANKLIN COUNTY MICROFILMING CENTER

Richard B. Metcalf  
Administrator

Marvin Farley  
Director

## Franklin County Microfilming Board

Thomas J. Enright, Chairman    Bobbie M. Hall, Vice-Chairman  
Richard B. Metcalf, Secretary  
Joseph H. Tesio, Member    Jack Foulk, Member

### FRANKLIN COUNTY MICROFILMING BOARD

1993 ANNUAL REPORT

APRIL 4, 1994

Submitted By: Richard B. Metcalf  
Administrator  
Franklin County  
Microfilming Board

Marvin Farley  
Director

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Joseph W. Texta, Member    Jack Fuchs, Member

TO:            FRANKLIN COUNTY MICROFILMING BOARD  
FROM:        RICHARD B. METCALF, ADMINISTRATOR  
DATE:        APRIL 4, 1994  
SUBJECT:     1993 ANNUAL REPORT

In accordance with Section 307.805 of the Ohio Revised Code, we are submitting herewith the 1993 Annual Report for the Franklin County Microfilming Center. This report contains an overview of the accomplishments and goals of the Microfilming Center as well as a review of filming projects undertaken in 1993, and a recap of production which includes various individual County agencies and offices. You will find the appropriations and expenditures for fiscal year 1993, and the 1994 budget request and subsequent appropriations.

I would like to take this opportunity to commend the Microfilming Center Director Marvin Farley and the staff for another outstanding year of production. The Recorder's Office requires consistent daily production and also experienced another record setting year. This resulted in an increase of approximately 18% in the daily work load in addition to last year's 60% increase. The Center staff also achieved an 18+ percent increase in the number of history documents filmed.

Other notable accomplishments include:

- \* The purchase of several new capital equipment items:
  - two step and repeat cameras
  - four desk top rotary cameras
  - two reader/printers, and
  - six microfilm storage cabinets.

These purchases allowed us to replace most of our obsolete equipment and to move an old step and repeat camera into the Microfilming Center. This camera is used by the Treasurer's Office weekly and as a back up to our daily production cameras. Additionally, the four desk top rotary cameras were put into use in several County offices, relieving the backlog of history projects to be filmed;

- \* The full-time in-house technician continues to be an asset to the Center through sizable contract cost reduction, preventative maintenance programs, decrease in mechanical downtime, and better technical relationships with maintenance contract and supply companies;
- \* An overall increase in daily source documents filmed by various County agencies; and
- \* Continued recycling efforts by transferring all appropriate microfilmed documents into the County's recycling program.

Looking to the future, the Microfilming Center has again set goals for the future:

- \* To decrease equipment downtime. In 1993 there was a 27% increase in downtime. An old step and repeat camera was responsible for 357 hours or 70% of this downtime. This camera was replaced in September, 1993, and it is expected that downtime will now decrease drastically;
- \* The purchase of several pieces of new and replacement equipment. Most of these purchases will be revenue generating reader/printers for public use;
- \* To increase the microfilming of history documents from several agencies;
- \* When history filming is made current, the commencement of filming for non-general fund agencies on a cost-per-project basis;
- \* To consistently improve upon the current high level of quality production;
- \* To continue the recycling of all projects filmed by the Microfilming Center;
- \* To continue the study of a possible move of all off-site master film to the storage vault at the Ohio Historical Society. This vault meets American National Standards Institute (ANSI) standards and may be utilized at no charge to the County. Although we are awaiting confirmation of contract details, it appears that this move may be possible in the near future; and

- \* To pursue implementation of the Microfilming Center Tracking System currently with the Data Center. This computer program is the result of many hours of research and study by the Data Center several years ago but for some reason, unknown at this time, was shelved. The purpose of the program is to monitor equipment, contracts, production records, maintenance, supplies, etc. under the responsibility of the Microfilming Center. With some minor updating, we are looking forward to the accuracy, efficiency and time saving benefits this system will provide.

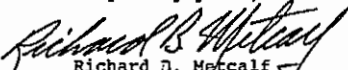
In 1993, over five million daily source documents were filmed. This number is expected to continue to increase in 1994. Over two million history documents were also filmed last year. Because various offices are required to keep running files for two or three years before filming, history filming will always be necessary in those areas.

As of December 31, 1993, the total number of images filmed since the inception of the Microfilming Board in 1985 are:

History	19,361,305
Daily Source	<u>34,453,574</u>
Total	<u>53,814,879</u>

We would like to thank the Microfilming Board members and the County Commissioners for their support, interest, and cooperation this past year. Our work is truly a team effort and we trust that the Board and Commissioners share our enthusiasm and pride in the Center's accomplishments in 1993.

Very truly yours,

  
Richard D. Metcalf  
Administrator-Secretary

1994 MICROFILMING BOARD

ANNUAL REPORT

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**EQUIPMENT AND PRODUCTION FIGURES**

**MICROFILM CENTER**

Two 105mm Step & Repeat Cameras, Fiche Format  
200 Images/Fiche

**Daily Production Breakdown:**

Daily Sheets		Duplicates Produced:	44
Fiche Produced:	44	Images Produced:	8,800
Fax Sheets		Duplicates Produced:	30
Fiche Produced:	30	Images Produced:	6,000
Financing Statements		Duplicates Produced:	2,848
Fiche Produced:	356	Images Produced:	71,200
Official Records		Duplicates Produced:	148,921
Fiche Produced:	3,623	Images Produced:	724,600
Soldiers Discharges		Duplicates Produced:	18
Fiche Produced:	9	Images Produced:	1,800
Treasurer		Duplicates Produced:	185
Fiche Produced:	185	Images Produced:	37,000
(by Treasurer's staff)			
Work Request Forms		Duplicates Produced:	22
Fiche Produced:	22	Images Produced:	4,400
		TOTAL FICHE PRODUCED:	4,269
		TOTAL DUPLICATES PRODUCED:	152,068
		TOTAL IMAGES PRODUCED:	853,800

**History Production Breakdown:**

Appeals Order Books		Duplicates Produced:	11
Fiche Produced:	11	Images Produced:	2,200
Commissioners Resolution		Duplicates Produced:	43
Fiche Produced:	43	Images Produced:	8,600
Index to Deeds		Duplicates Produced:	576
Fiche Produced:	192	Images Produced:	12,184
		TOTAL FICHE PRODUCED:	246
		TOTAL DUPLICATES PRODUCED:	630
		TOTAL IMAGES PRODUCED:	22,984

**EQUIPMENT AND PRODUCTION FIGURES**

**MICROFILM CENTER Continued**

**DUPLICATES ONLY PRODUCED**

AP-2 Notaries	36
Board of Revision	128
Commissioners Resolutions	99
Common Pleas Civil Index	978
DR-1s	4,521
Inmate Release Expungements	54
JU-1s	1,918
Miscellaneous	1,192
Mortgages	2,650
Plats	267
Probate Soft Jackets	15,551
Tax Conveyances	86
<b>TOTAL</b>	<b>27,480</b>
<b>Rolls of Film Duplicated</b>	<b>3,020</b>

\* \* \*

PLANETARY CAMERA, 35mm	Rolls	Images
Mortgages	173	206,646

\* \* \*

CAMERA/PROCESSOR, 35mm	Pages	Cards
Daily Condo Plats	440	2,640
Daily Plats	217	1,302
History Condo Plat Books	641	3,846
History Plat Books	4,186	25,137
<b>TOTAL</b>	<b>5,484</b>	<b>32,925</b>

## EQUIPMENT AND PRODUCTION FIGURES

MICROFILM CENTER Continued

ROTARY CAMERAS, 16mm	Rolls	Images
1986 Appeals	86	150,328
Board of Health	23	39,902
1988 Civil	156	272,680
1987 Criminal	61	153,455
1988 Criminal	131	260,383
1987 & 1988 Dissolutions	121	199,891
1991 & 1992 House Arrests	5	8,853
1991 & 1992 Work Releases	43	70,190
Probate (Adoptions)	300	454,416
Probate (Land Sales)	23	97,869
Prosecutor (Civil Cases)	23	108,324
Prosecutor (Personal Property)	5	8,068
Prosecutor (Tax Foreclosure)	16	27,118
<b>TOTAL</b>	<b>993</b>	<b>1,851,477</b>



## EQUIPMENT AND PRODUCTION FIGURES

### AUDITOR'S OFFICE

105mm Step & Repeat Camera, Fiche Format  
200 Images/Fiche

Fiche Produced:	756	Duplicates Produced:	4,465
		Images Produced:	150,400

16mm Camera/Processor Roll/Strip Produced Film Images Produced:	121,693	Rolls	68
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### BOARD OF ELECTIONS

16mm Rotary Camera Images Produced:	74,939	Rolls	24
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### CLERK OF COURTS

Five 105mm Step & Repeat Cameras, Fiche Format  
200 Images/Fiche  
Breakdown:

Appeals Fiche Produced:	98	Duplicates Produced:	254	Images Produced:	22,400
Civil Daily Fiche Produced:	4,680	Duplicates Produced:	20,565	Images Produced:	935,600
Criminal Daily Fiche Produced:	2,382	Duplicates Produced:	17,662	Images Produced:	476,400
Criminal History Fiche Produced:	237	Duplicates Produced:	237	Images Produced:	47,400
Criminal Expungements Fiche Produced:	241	Duplicates Produced:	241	Images Produced:	48,200
Domestic Daily Fiche Produced:	3,149	Duplicates Produced:	32,340	Images Produced:	629,800
Juvenile Abortions Fiche Produced:	88	Duplicates Produced:	88	Images Produced:	17,600

EQUIPMENT AND PRODUCTION FIGURES

CLERK OF COURTS Continued

Juvenile Daily Fiche Produced:	2,270	Duplicates Produced: 16,644 Images Produced: 454,000
Juvenile History Fiche Produced:	7	Duplicates Produced: 7 Images Produced: 1,400
		TOTAL FICHE PRODUCED: 13,152
		TOTAL DUPLICATES PRODUCED: 88,038
		TOTAL IMAGES PRODUCED: 2,632,800

PROBATE COURT

16mm Rotary Camera Images Produced:	364,645	Rolls	194
--	---------	-------	-----

PROSECUTOR'S OFFICE

105mm Step & Repeat Camera, Fiche Format  
200 Images/Fiche

Fiche Produced:	1,866	Duplicates Produced: 1,866 Images Produced: 373,200
-----------------	-------	--

SHERIFF'S OFFICE

105mm Step & Repeat Camera, Fiche Format  
200 Images/Fiche

Fiche Produced:	2,937	Duplicates Produced: 2,937 Images Produced: 587,400
-----------------	-------	--

## NINTH YEAR PROJECT ACTIVITY

### MICROFILMING CENTER

The following is a recap of the 1993 projects that were filmed, processed and duplicated in the Microfilming Center for the corresponding offices:

#### BOARD OF HEALTH

1. Inactive Patient Charts (1987 - 1992)
2. HHA Patient Service Records (1985 - 1991)

#### CLERK OF COURTS

- |                        |                               |
|------------------------|-------------------------------|
| 1. Appeals (1986)      | 4. Criminal (1987 & 1988)     |
| 2. Appeals Order Books | 5. Domestic Relations         |
| 3. Civil (1988)        | A. Dissolutions (1987 & 1988) |

#### COMMISSIONERS OFFICE

1. Commissioners Resolutions (1988 & 1989)

#### COMMON PLEAS

- |                                |                                |
|--------------------------------|--------------------------------|
| 1. House Arrests (1991 & 1992) | 2. Work Releases (1991 & 1992) |
|--------------------------------|--------------------------------|

#### PROBATE

- |                 |                      |
|-----------------|----------------------|
| 1. Adoptions    | 4. Mentally Ill      |
| 2. Feebleminded | 5. Records of Births |
| 3. Land Sales   |                      |

#### PROSECUTOR

- |                      |                     |
|----------------------|---------------------|
| 1. Civil Cases       | 3. Tax Foreclosures |
| 2. Personal Property |                     |

#### RECORDER

- |                         |                        |
|-------------------------|------------------------|
| 1. Condo Plat Books     | 6. Mortgages           |
| 2. Daily Sheets         | 7. Official Records    |
| 3. Fax Sheets           | 8. Plat Books          |
| 4. Financing Statements | 9. Soldiers Discharges |
| 5. Index to Deeds       | 10. Work Request Forms |

## NINTH YEAR PROJECT ACTIVITY

The following offices have satellite cameras and assume the responsibility for filming their respective documents. The Microfilming Center is responsible for the processing, duplicating and storage of the original master film.

### AUDITOR'S OFFICE

- |                               |                                  |
|-------------------------------|----------------------------------|
| 1. Adders and Remitters       | 7. Manufactured Home Tax         |
| 2. Blanket Extensions         | 8. Personal Property             |
| 3. Board of Revisions         | 9. Refund Vouchers               |
| 4. Certificates of Correction | 10. Transfer & Conveyance Sheets |
| 5. Cigarette License          | 11. Vendors License              |
| 6. Estate Tax                 |                                  |

### BOARD OF ELECTIONS

1. Election Day Voters (Form 237)
2. Inactive Registration Cards
3. Register of Voters
4. Transfer Forms
5. Volunteer Registration Forms
6. Voter Registration Cancellations

### CLERK OF COURTS

- |                          |                                 |
|--------------------------|---------------------------------|
| 1. Appeals Daily         | 9. Criminal Notices             |
| 2. Appeals History       | 10. CSEA Billing Reports        |
| 3. Civil Daily           | 11. Domestic Daily              |
| 4. Civil Notaries        | 12. Jury Vouchers               |
| 5. Civil Notices         | 13. Juvenile Abortions          |
| 6. Criminal Daily        | 14. Juvenile Daily              |
| 7. Criminal Expungements | 15. Juvenile History            |
| 8. Criminal History      | 16. Optometry Pharmacy Licenses |
|                          | 17. Psyche Reports              |

### PROBATE

- |                                       |   |
|---------------------------------------|---|
| 1. Adoption Papers                    | 8. Index to Guardianships<br>(Regular/Veterans) |
| 2. Civil Dockets                      | 9. Index to Wills                               |
| 3. Civil Docket,<br>No Administration | 10. Journal of Guardians                        |
| 4. Daily Casework Papers              | 11. Marriage License                            |
| 5. Estate Tax                         | 12. Mental Commitment Papers                    |
| 6. General Index to Deaths            | 13. Numbers Books                               |
| 7. Guardian Docket Books              | 14. Wills                                       |

NINTH YEAR PROJECT ACTIVITY

Continued

PROSECUTOR'S OFFICE

1. History Case Files

SHERIFF

1. Detective Bureaus
2. Expungements
3. Inmate Release Files

TREASURER

1. Address Change Cards
2. Checks

COMPUTER OUTPUT MICROFICHE  
(COMfiche)

COMfiche are generated by the State of Ohio Treasury Department using data tapes sent to them by the Franklin County Data Processing Center. They are the indexes to the daily work of various County agencies. The cost of \$1.05 per fiche is paid by the Franklin County Microfilming Board, expending approximately \$30,000 annually. It is not required to duplicate all COMfiche for our purposes.

It is necessary to purchase this service from an outside agency because of the tremendous expense of purchasing and maintaining the equipment required. The annual maintenance cost alone to the state is more than \$80,000.00.

AUDITOR	874	Duplicates:	1,113
BOARD OF ELECTIONS	130	Duplicates:	797
CLERK OF COURTS	474	Duplicates:	8,398
COMMON PLEAS	314	Duplicates:	4,558
RECORDER	3,796	Duplicates:	89,427
TREASURER	1,856	Duplicates:	25,216
TOTAL DUPLICATES PRODUCED IN 1993			129,509
TOTAL COM FICHE DUPLICATED IN 1993			7,444

## CAMERA DOWNTIME

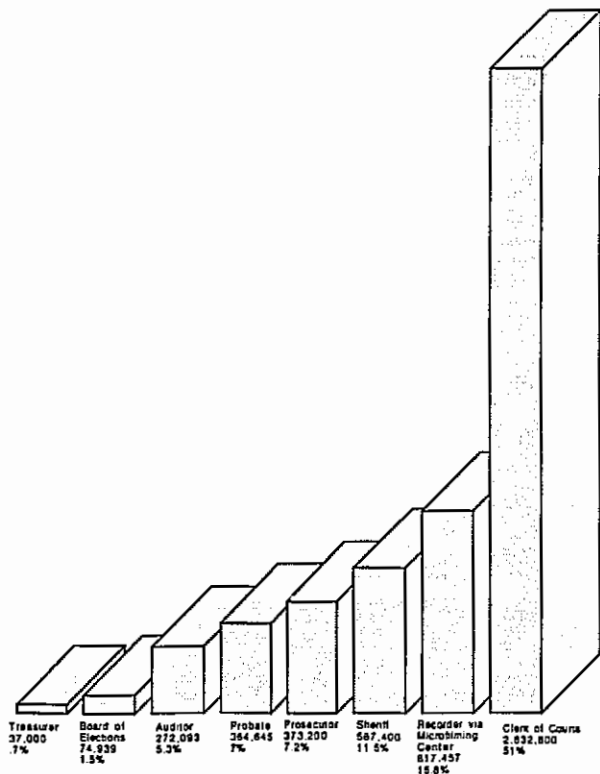
AUDITOR		
Camera #4		31.00
Camera #15		17.00
	TOTAL	48.00
CLERK OF COURTS		
Camera #5		18.00
Camera #6		2.00
Camera #7		9.25
Camera #8		34.25
Camera #9		8.00
	TOTAL	71.50
PROBATE		
Camera #16		2.5
PROSECUTOR		
Camera #3		357.00
RECORDER'S OFFICE		
Camera #1		21.0
Camera #2		5.0
	TOTAL	26.0
SHERIFF		
Camera #11		6.50
TOTAL DOWNTIME FOR 1993		511.50

Note: Cameras #10, 12, 13 and 14 have been traded in on new equipment.

# DAILY SOURCE DOCUMENT FILMING

Images reduced to film in 1993  
by participating offices, elimin-  
ating the need for history filming.

TOTAL = 5,159,534



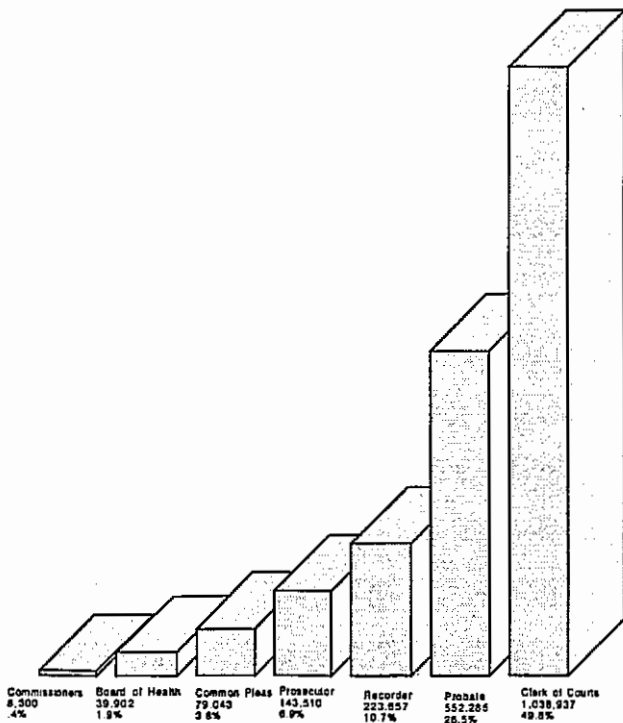


# HISTORY FILMING

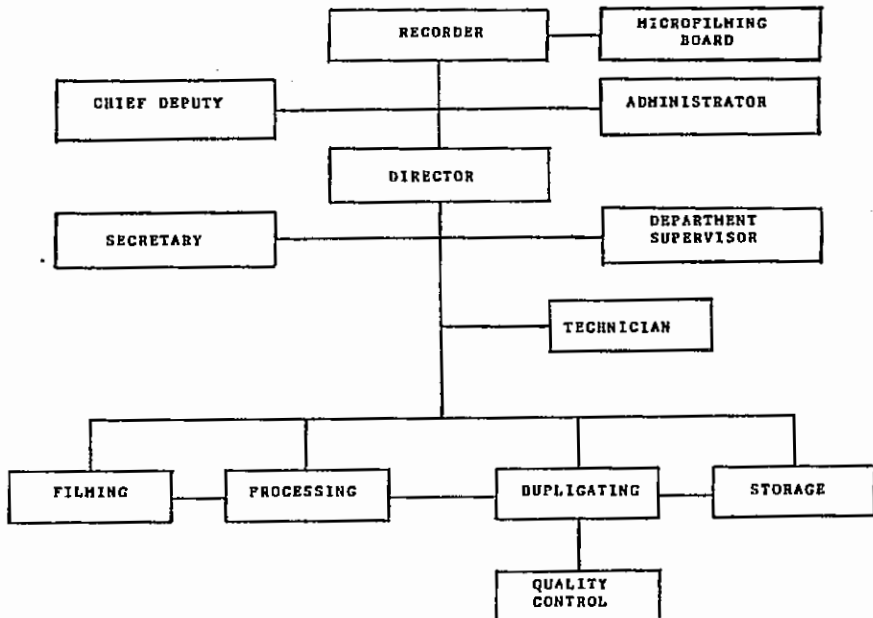
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Images reduced to film in 1993  
by the Microfilming Center.

TOTAL = 2,085,934



FRANKLIN COUNTY MICROFILMING CENTER  
TABLE OF ORGANIZATION



This office currently has 18 full-time employees.

FINAL 1993 APPROPRIATION STATUS REPORT

REPORT NO: ARMS-48-D  
RUN DATE: 01/03/94

FRANKLIN COUNTY, OHIO

PROCESS DATE 12/31/93

FUND 010000 GENERAL FUND  
DEPT 0500 MICROFILMING BOARD

APPROPRIATION STATUS

PAGE NUMBER 22

APPROP. LEVEL	OBJECT ACCT	TOTAL APPROPRIATION	TOTAL EXPENDITURES	TOTAL ENCUMBRANCES	AVAILABLE BALANCE
0510 MICROFILMING BOARD					
1000	PERSONAL SERVICES	357,980.00	355,770.50		2,209.50
1120	PERS CONTRIBUTION-CITY SHR	40,510.00	46,991.66		1,518.34
1130	MEDICARE TAX-COUNTY SHARE	5,200.00	3,364.25		1,835.75
1500	MATERIALS AND SUPPLIES	88,026.73	81,817.62	2,989.56	3,219.55
2000	SERVICES AND CHARGES	112,801.15	106,118.74	4,595.49	11,786.92
4000	CAPITAL OUTLAYS & EQUIP	100,000.00	73,059.00		25,941.00
	**** APPROP. LEVEL TOTAL	731,217.88	667,121.77	7,585.05	56,511.06
	**** FUND/DEPT TOTAL	731,217.88	667,121.77	7,585.05	56,511.06

SUMMARY OF FUND APPROPRIATION  
1994 OPERATING BUDGET

FORM B-1

AGENCY Microfilming Center  
ORG  
DESCRIPTION Microfilming Center  
FUND NO. 010000

ORG NO. 3510

CONTACT NAME Herwin Farley, Director  
DATE PREPARED  
OR REVISED Amended as of September 21, 1993

	FY 93 ORIGINAL APPROPRIATION	FY 93 TRANSFER OF APPROPRIATION	FY 94 SUPPLEMENTAL OR ANNUALIZED APPROPRIATION	FY 94 APPROPRIATION DECREASE	FY 94 CONTINUATION REQUEST (1 ± 2 + 3 - 4)	FY 94 EXPANDED REQUEST	FY 94 TOTAL REQUEST (5 + 6)
ACCOUNTS	COLUMN #1	COLUMN #2	COLUMN #3	COLUMN #4	COLUMN #5	COLUMN #6	COLUMN #7
1000 PERSONAL SERVICES	357,980				357,980	34,000	391,980
1100 FRINGE BENEFITS							
1120 PERS	48,510				48,510	4,607	53,117
1130 MEDICARE	5,200				5,200	493	5,693
1150 UNDEPLOYMENT COMP.							
3500 MATERIALS & SUPPLIES	81,000				81,000	7,084	88,084
2000 SERVICES & CHARGES	119,720				119,720	31,640	151,360
3000 GRANTS							
4000 CAPITAL EQUIPMENT			N/A	N/A	N/A	113,000	113,000
4500 DEBT SERVICE							
4700 CASH TRANSFER							
OTHER							
TOTAL	\$612,410				\$612,410	\$190,824	\$803,234

OTHER EXPANDED REQUEST  
1994 OPERATING BUDGET  
(USE A SEPARATE FORM FOR EACH REQUEST)

FORM B-5

PRIORITY NUMBER 1

AGENCY Microfilming Center

ORG Microfilming Center

DATE PREPARED October 20, 1993  
OR REVISED

FUND NO. 010000 ORG NO. 3510

I. Please list the amount of request in the appropriate

expense account:

1000 Personal	\$	Dept./Division <u>Microfilming Center</u>
1100 Fringe Benefits	\$	
1120 FEHS	\$	
1130 Medicare	\$	
1500 Materials &	\$	
2000 Services &	<u>\$13,540</u>	
3000 Grants	\$	
4500 Debt Service	\$	
Total	\$	

II. Justification: (Include description of major duties to be performed; cost savings, if hired, and adverse impacts, if not. Attach additional pages if necessary.)

Four new step and repeat cameras were installed in January, 1992. They included a two year warranty. The warranty expires January, 1994. The estimated service contract price for these cameras is \$4,000 per camera.

If these contracts are not purchased it could cost more to maintain these cameras on an individual breakdown basis as well as causing more downtime.

III. Show calculations of the request:

Four cameras x \$4,000 each = \$16,000  
Decrease in other expenditures = (2,460)  
Expanded request = \$13,540

V. Please check funding source:

General Fund Revenues  
 GRANT  
 Other Revenues (Please explain \_\_\_)

OTHER EXPANDED REQUEST  
1994 OPERATING BUDGET  
(USE A SEPARATE FORM FOR EACH REQUEST)

FORM B-5

PRIORITY NUMBER 2

AGENCY Microfilming Center  
ORG Microfilming Center DATE PREPARED October 20, 1993  
DESCRIPTION Microfilming Center OR REVISED  
FUND NO. 010000 ORG NO. 3510

I. Please list the amount of request in the appropriate  
expense account:

1000 Personal	\$	Dept./Division <u>Microfilming Center</u>
1100 Fringe Benefits	\$	—
1120 PERS	\$	—
1130 Medicare	\$	—
1200 Materials &	\$4,004	—
2000 Services &	\$	—
3000 Grants	\$	—
4500 Debt Service	\$	—
Total	\$	—

II. Justification: (Include description of major duties to be performed; cost savings, if  
hired, and adverse impacts, if not. Attach additional pages if necessary.)

Due to the addition of four new rotary cameras this year, it is estimated that we will need  
650 more rolls of film to operate these cameras at a cost of \$4,004.00.

We are also requesting a new rotary camera and an employee to operate it in this budget.  
When this request is approved we will need an additional 500 rolls of film for this camera.

III. Show calculations of the request:

650 rolls of film x \$6.16 = \$4,004.00

V. Please check funding source:

General Fund Revenues  
 Grant  
 Other Revenues (Please explain     )

CLARK EXPANDED REQUEST  
1994 OPERATING BUDGET  
(USE A SEPARATE FORM FOR EACH REQUEST)

FORM B-5

PRIORITY NUMBER 3

AGENCY Microfilming Center  
ORG Microfilming Center DATE PREPARED October 20, 1993  
DESCRIPTION Microfilming Center OR REVISED  
FUND NO. 010000 ORG NO. 3510

I. Please list the amount of request in the appropriate expense account:

1000 Personal	\$	Dept./Division <u>Microfilming Center</u>
1100 Fringe Benefits	\$	
1120 FRAS	\$	
1130 Medicare	\$	
1500 Materials &	\$	
2000 Services &	\$13,000	
3000 Grants	\$	
4500 Debt Service	\$	
Total	\$	

II. Justification: (Include description of major duties to be performed; cost savings, if hired, and adverse impacts, if not. Attach additional pages if necessary.)

We currently store all master film for all County agencies who use microfilm at Miller Hall on Alum Creek Drive. This is an old building that was never intended to be a permanent off-site storage facility.

The American National Standards Institute (ANSI) requires that the climate conditions for microfilm storage be a constant 70 degrees at 40% humidity. It is not possible for us to meet these conditions at this location.

The room we have at Miller Hall is on the lower level. This makes it susceptible to flooding from outside as well as from water pipes and air conditioning equipment above. This recently happened, damaging 400 microfiche. Also, there is no fire suppression system in this room. We feel this is not a safe environment for our County microfilm records.

In an effort to determine budget needs, we asked for preliminary proposals from six off-site storage companies. We received annual rental proposals ranging from \$7,000 to \$26,000. This request represents the lower end of this scale along with estimated retrieval and initial move costs.

III. Show calculations of the request:

Annual storage rate =	\$9,000
Annual shipping and retrieval cost =	2,000
Initial moving cost =	2,000
Total =	\$13,000

\* All costs estimated.

V. Please check funding source:

General Fund Revenues  
 Grant  
 Other Revenues (Please explain \_\_\_)

OTHER EXPANDED REQUEST  
1994 OPERATING BUDGET  
(USE A SEPARATE FORM FOR EACH REQUEST)

FORM B-5

PRIORITY NUMBER 4

AGENCY Microfilming Center  
ORG Microfilming Center DATE PREPARED October 20, 1993  
DESCRIPTION Microfilming Center OR REVISED  
FUND NO. 010000 ORG NO. 3510

I. Please list the amount of request in the appropriate expense account:

1000 Personnel	\$	Dept./Division <u>Microfilming Center</u>
1100 Fringe Benefits	\$	
1120 PERS	\$	
1130 Medicare	\$	
1300 Materials &	\$	
2000 Services &	\$5,100	
3000 Grants	\$	
4500 Debt Service	\$	
Total	\$	

II. Justifications (include description of major duties to be performed; cost savings, if hired, and adverse impacts, if not. Attach additional pages if necessary.)

The microfilming Center owns four (4) different brands of step and repeat cameras. Houston Fearless (Extak) and Hybrid Micrographices represent two (2) of these camera brands. These companies have offered to train our technical staff to service these cameras, allowing us to drop the service contracts.

There are four (4) Extak cameras that require approximately \$4,000 each for an annual service contract. This is a total of \$16,000 per year. There are two (2) Hybrid cameras that require approximately \$2,500 each for an annual service contract. This is a total of \$5,000 per year. The total service contract cost for all six (6) cameras is \$21,000 per year.

The cost of training and travel expenses to Salt Lake City, Utah and Los Angeles, California for two (2) County employees is approximately \$5,100. This represents a tremendous savings because most of the \$21,000 annually would be saved. The only cost then would be for occasional parts and service support.

If this request is approved, it will not be necessary to appropriate Expanded Request Priority #1. We would not have to purchase annual contracts. We could service them on an individual breakdown basis until staff is trained.

III. Show calculations of the request:

Airline tickets 700 x 2 employees =	\$1,400
Lodging 100 x 14 days =	1,400
Car rental 200/wk x 2 weeks =	400
Food 25/day x 14 days x 2 employees =	700
Per diem 25/day x 14 days x 2 employees =	700
Training fees =	500
Total =	\$5,100

\* All costs are estimated.

V. Please check funding source:

General Fund Revenues  
 Grant  
 Other Revenues (Please explain \_\_\_)



**REPEATED REQUEST  
 FOR ADDITIONAL POSITIONS  
 1994 OPERATING BUDGET  
 (USE A SEPARATE FORM FOR EACH POSITION REQUEST)**

FORM B-4

FRIGRITT NUMBER 5

AGENCY Microfilming Center

DATE PREPARED

ORG Microfilming Center  
 DESCRIPTION

ON REVISOR Amended as of Sept. 21,  
1993

FUND NO. 010000      ORG NO. 3510

I. Please list the amount of request in the appropriate expense account:

1000 Personal Services	<u>\$17,000</u>	Position	<u>File Preparation Clerk</u>
1100 Fringe Benefits	<u>5</u>	No. of	<u>one</u>
1120 PERS	<u>\$2,303.50</u>	Dept./Division	<u>Microfilming Center</u>
1130 Medicare	<u>\$246.50</u>	Annual Salary	
1500 Materials & G	<u>5</u>	per Position	<u>\$17,000</u>
2000 Services & Charges	<u>5</u>	Hourly Rate	<u>28.17</u>
Total Request:	<u>\$19,550</u>	Anticipated	
		Hire Date(s)	<u>January, 1994</u>
4000 Capital Equipment	<u>5</u>	(Include on Form B-7)	
4000 Computer Equipment	<u>5</u>	(Include on Form B-11)	
4000 Microfilming	<u>5</u>	(Include on Form B-12)	
Total	<u>5</u>		

II. Justifications (Include description of major duties to be performed; cost savings, if hired, and adverse impacts, if not. Attach additional pages if necessary.)

During the history filming process, files must be prepared before they reach the camera. Fasteners are removed, papers repaired, etc. Currently we use Community Service persons to do most of this work. Their work is usually less than acceptable and they are not always available. We are requesting an additional employee to prepare the files and to oversee the work of the Community Service persons. This employee will also provide continuity when Community Service people are not available.

When these files aren't properly prepared, they cut our filming speed drastically. As we are barely keeping up with the production of these files now, it is essential that we increase filming speed. This will enable us to meet future growth and make some progress on the backlog of images to be filmed.

III. Show calculations of the request: (e.g. salary base X no. pay periods X no. positions = total amount)

633.85 salary base x 26 pay periods x 1 position = \$17,000  
 17,000 x 13.5% pers rate = \$2,303.50 Pers  
 17,000 x 1.4% medicare rate = \$246.50 Medicare

V. Please check funding source:

General Fund Revenues  
 Grant  
 Other Revenues (Please explain \_\_\_)

EXPANDED REQUEST  
FOR ADDITIONAL POSITIONS  
1994 OPERATING BUDGET  
(USE A SEPARATE FORM FOR EACH POSITION REQUEST)

FORM 2-4

PRIORITY NUMBER 6

AGENCY Microfilming Center  
 ORG DESCRIPTION Microfilming Center DATE PREPARED OR REVISED September 20, 1993  
 FUND NO. 010000 ORG NO. 3510

I. Please list the amount of request in the appropriate expense account:

1000 Personnel Services	<u>\$17,000</u>	Position	<u>Microfilmer</u>
1100 Fringe Benefits	<u>5</u>	No. of	<u>one</u>
1120 PERA	<u>\$2,303.50</u>	Dept./Division	<u>Microfilming Center</u>
1130 Medicare	<u>\$246.50</u>	Annual Salary	
1500 Materials &	<u>\$3,080</u>	per Position	<u>\$17,000</u>
2000 Services & Charges	<u>5</u>	Hourly Rate	<u>\$8.37</u>
Total Request:	<u>\$22,630</u>	Anticipated	
		Hire Date(s)	<u>January, 1994</u>
4000 Capital Equipment	<u>5</u>	(Include on Form B-7)	
4000 Computer Equipment	<u>5</u>	(Include on Form B-11)	
4000 Microfilming	<u>\$18,000</u>	(Include on Form B-12)	
Total	<u>\$18,000</u>		

II. Justifications (Include description of major duties to be performed; cost savings, if hired, and adverse impacts, if not. Attach additional pages if necessary.)

Currently, we are only able to film history files at about the rate the current records are being generated. It was estimated that there were 10,000,000 images to be filmed when the Microfilm Board was established in 1985. A June, 1993 survey of the major paper producing general fund agencies indicates that there are still at least 9,000,000 history images to be filmed. 18,000,000 have been filmed to date. In an effort to catch up on this backlog we are requesting an additional camera and operator.

Without this additional employee and equipment, we feel it will be impossible to catch up on this history backlog or to meet future growth.

III. Show calculations of the request: (e.g. salary base X no. pay periods X no. positions = total amount)

653.85 salary base x 26 pay periods x 1 position = \$17,000  
 17,000 x 13.5% pers rate = \$2,303.50 Pers  
 17,000 x 1.45% medicare rate = \$246.50 Medicare  
 500 rolls estimated film use x 6.16 = \$3,080

V. Please check funding source:  
 General Fund Revenues  
 Grant  
 Other Revenues (Please explain \_\_\_\_\_)

MAJOR NON-PAYROLL EXPENDITURE  
1994 OPERATING BUDGET

FORM B-6

AGENCY Microfilming Board

ORG DESCRIPTION Microfilming Board

DATE PREPARED  
OR REVISED October 20, 1993

FUND NO. 010000 ORG NO. 3510

MATERIALS AND SUPPLIES EXPENDITURES  
(LIST EXPENDITURES FROM HIGHEST TO LOWEST)

EXPENDITURE DESCRIPTION	FY 92 EXPENSES	FY 93 ORIGINAL BUDGET	FY 93 REVISED ESTIMATE	FY 94 TOTAL REQUEST
1. Raw Film	21,713.80	35,700	21,714	28,798
2. Toner	16,055.94	6,600	15,056	16,056
3. Duplicating Film	12,678.42	9,300	12,679	12,679
4. Processing Chemicals	11,954.20	9,100	11,955	11,955
5. Machine Parts	6,118.57	7,200	6,119	6,119
6. Aperture Cards	4,144.30		4,145	4,145
7. Storage Supplies	1,903.09		1,904	1,904
8. Microfilm Lamps	1,276.60		1,277	1,277
9. Office Supplies	877.68		900	900
10.				
11.				
12. OTHER 1500 ACCOUNTS	3,610.47	13,100	4,251	4,251
TOTAL 1500 ACCOUNTS	\$80,333.35	\$81,000	\$81,000	\$88,084

(TOTALS SHOULD CORRESPOND TO ENTRIES ON FORM B-1)

SERVICES AND CHARGES EXPENDITURES  
(LIST EXPENDITURES FROM HIGHEST TO LOWEST)

EXPENDITURE DESCRIPTION	FY 92 EXPENSES	FY 93 ORIGINAL BUDGET	FY 93 REVISED ESTIMATE	FY 94 TOTAL REQUEST
1. Reader/Prtr svc con	29,778.01	25,700	29,778.01	31,678
2. State conficte svcs	29,302.46	32,000	38,000	38,000
3. Stop/Repeat svc con	23,063.88	40,600	2,063.88	39,064
4. Non-Contract repairs	11,318.27		7,000	7,000
5. Duplicator svc con	8,520	7,500	8,520	8,520
6. Planetary svc con	5,868		5,868	5,868
7. Vendorcard lease	2,526.72		2,526.72	630
8. Microfilm Storage				13,000
9. Training (Travel Exp.)				5,100
10.				
11.				
12. OTHER 2000 ACCOUNTS	2,068.51	13,920	4,963.39	2,500
TOTAL 2000 ACCOUNTS	\$112,445.85	\$119,720	\$119,720	\$151,360

(TOTALS SHOULD CORRESPOND TO ENTRIES ON FORM B-1)





ORGANIZATION DESCRIPTION  
1994 OPERATING BUDGET

FORM B-10

AGENCY Microfilming Center

ORG DESCRIPTION Microfilming Center

DATE PREPARED  
OR REVISED September 20, 1993

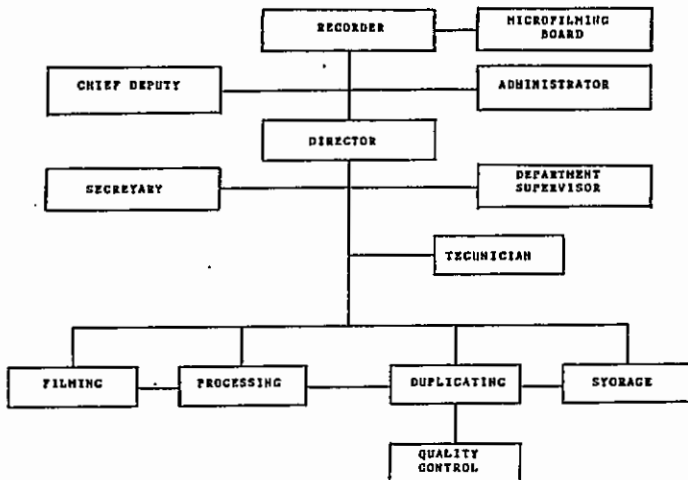
FUND NO. 010000 ORG NO. 3510

- I. Attach a current table of organization for this program.
- II. Provide a brief description of the activities or services performed with the appropriations allocated for this organization.

The Franklin County Microfilming Center performs several services to various agencies throughout the County. They are as follows:

1. Film all daily documents from the Recorder's Office.
2. Film history files for all general fund County agencies. We have also received requests to film for non-general fund County agencies. It is our intent to film for these agencies on a cost-per-project basis when the work load allows.
3. Process and duplicate all film for various County agencies.
4. Provide all microfilm supplies for various County agencies.
5. Provide microfilm equipment to all general fund agencies.
6. Pay for service contracts and non-contract repairs for all microfilm equipment.
7. Pay the State of Ohio for transfer of data tapes to computer output microfiche (COM) for general fund agencies.
8. Provide indexing and storage for all master film.
9. Provide retrieval services of all master film for various county agencies.

FRANKLIN COUNTY MICROFILMING CENTER  
TABLE OF ORGANIZATION



This office currently has 18 full-time employees.

6-15-93

COMPUTER EQUIPMENT & SOFTWARE REQUEST  
1994 OPERATING BUDGET

FORM B-11

PAGE 1 OF 2

FISCAL YEAR 1994

AGENCY MICROFILMING BOARD  
ORG DESCRIPTION MICROFILMING BOARD  
FUND NO. 010000 ORG NO. 3310

CONTACT NAME MARVIN FARLEY #3179

DATE PREPARED \_\_\_\_\_  
OR REVISED AUGUST 6, 1993

DESCRIPTION OF ITEM: (List in priority order, highest to lowest)	H/S	H/T	PHYSICAL LOCATION OF EQUIPMENT		QTY	ESTIMATED COST PER UNIT	ESTIMATED TOTAL COST	JUSTIFICATION: (Include purpose of, need for or other reason for equipment; cost savings, if approved, and adverse impacts, if not. Attach additional pages if necessary.)
			DEPT./DIVISION/FLIV/ADDRESS	DATA OUTLET NO.				
IBH PS/2 MOD 77 400 8MB RAM (486) (INCLUDES MOUSE AND OS/2 2.1) and IBH 4MB MEMORY MODULE, IBH TOKEN-RING 16/4 ADAPTER/A, NEC 3FOX COLOR MONITOR, PROXIMA P3 POWER DIRECTOR	H	1 R 2 N	Microfilming Center 073 S. High/19th Fl.	19-091 19-093 19-093C	3	3730	11250	Maintain information on microfilming projects, provide equipment maintenance histories including costs and downtime, support inventory of supplies and inventory reporting, create indexes to document archives, provide periodic production reports by equipment and by project, budget planning, writing of purchase orders and vouchers, and all routing and secretarial functions.
IBH LAN SERVER POL, IBH EXTENDED SERVICES (POL), WORDPERFECT Server Version: WORDPERFECT-Modu V1010101, FOCUS 4 USER LAN PACK, PC FOCUS FOR OS/2 v6.01, and TRACKING SYSTEM	S	H & S	Same		3	4596	4696	Necessary for operation of workstations. The Tracking System has been on paper since 1991.
IBH PS/2 MOD 77 400 8MB RAM (486) (INCLUDES MOUSE AND OS/2 2.1) and IBH 8MB MEMORY MODULE, IBH TOKEN-RING 16/4 ADAPTER/A, IBH 8504 MONITOR, PROXIMA P3 POWER DIRECTOR	H	H	Same		1	5254	5254	Three computer analysts from the Data Center worked with us many hours to put it together. Without it we cannot keep an updated accurate account of all responsibilities. Due to the enormous amount of information, three computers with a server will be necessary to keep all areas updated.
								Necessary to exchange information between workstations and allows for future expandability of the system.
						TOTAL		

continued on next page







MICROFILMING EQUIPMENT REQUEST FOR ALL COUNTY AGENCIES  
1994 OPERATING BUDGET

FORM B-72

FISCAL YEAR 1994

PAGE 1 OF 2

AGENCY Microfilming Center

ORG DESCRIPTION Microfilming Center

FUND NO. 030000 ORG N3. 3510

DATE PREPARED  
OR REVISED

Amended as of Sept. 21, 1993

DESCRIPTION OF ITEM: (List in priority order, highest to lowest)	AGENCY/ DEPARTMENT/ DIVISION	N/A	QTY	ESTIMATED COST/UNIT	ESTIMATED TOTAL COST	JUSTIFICATION (include purpose of, need for or other reason for equipment; cost savings, if approved, and adverse impacts, if not. Attach additional pages if necessary.)
High Volume Reader Printer	RECORDER Micrographics	R	1	13,500	13,500	This machine currently in use is over ten years old and has produced .5 million copies. It frequently breaks down and parts are taking longer to get, as this model has been out of production for five years. Both of these factors contribute to considerable downtime.
Aperture Card Duplicator	Microfilming Center	N	1	5,600	5,600	We have no means to duplicate aperture cards at this time. The only way to make a copy is to get the original back (which defeats the purpose) or to make a print from the master and film it, thereby reducing quality.
Vandacard Reader Printer	(1) Recorder (1) Clerk of	H Cts.	2	12,000	24,000	These machines are for public use. They save time and the cost of an operator. One of these machines is in operation now and produces revenues of \$12,000 annually.
Coin-op Reader Printer	Clerk of Cts. H Domestic & Records	N	2	7,000	14,000	See justification above for vandacard reader printers. One of these machines is also in operation and producing \$12,000 annually in revenues.
High Volume 16mm Rotary Camera	Microfilming Center	N	1	15,000	15,000	This camera will allow us to speed up filming of history files. There is a continual backlog. For further detail, see justification on form B-4, Priority 4.
						continued
				TOTAL		

MICROFILMING EQUIPMENT REQUEST FOR ALL COUNTY AGENCIES  
1994 OPERATING BUDGET

FORM B-7.2

PAGE 2 OF 2

FISCAL YEAR 1994

AGENCY Microfilming Center

ORG DESCRIPTION Microfilming Center

FUND NO. 010000 ORG N.J. 3510

DATE PREPARED  
OR REVISED

Amended as of Sept. 21, 1993

DESCRIPTION OF ITEM: (List in priority order, highest to lowest)	AGENCY/ DEPARTMENT/ DIVISION	N/R	QTY	ESTIMATED COST/UNIT	ESTIMATED TOTAL COST	JUSTIFICATION (include purpose of, need for or other reason for equipment; cost savings, if approved, and adverse impacts, if not. Attach additional pages if necessary.)
Roll Film Viewer	Prosecuting Atty. Criminal	N	1	800	800	This office has to go to another floor or building to view their own film. They have no viewers.
Microfiche-Viewer	Clerk of Cts. Records	N	4	400	1,600	These viewers are for public use. Currently, there are not enough viewers in this areas to meet public demand.
16mm Planetary Camera	Ct. of Common Pleas Adult Probat.	N	1	6,000	6,000	Needed to film confidential files that can't leave the office. Eliminates cost for additional filing systems.
Microfiche-Reader-Printer	Dom. Relations Dom. Referees	N	1	4,000	4,000	Presently they must go to another floor to make copies. This causes inconvenience and inadequate productivity.
Roll Film Viewer	Microfilmin Center	N	2	16mm 400 35mm 700	1,100	We have two roll film attachments in stock. These need viewers to be complete. They will be used by various County agencies for quality-control work.
Step and Repeat Camera	Clerk of Cts. Domestic	N	1	25,000	25,000	Domestic Relations files as many as 4,000 images per day. This is a large workload for the one camera they have. I feel this workload justifies another camera.
<b>TOTAL</b>					<b>110,600</b>	





FUND ORG  
010000 3310 MICROFILMING BOARD

1994  
APPROPRIATION

1000	Personal Services	\$374,090
1100	Fringe Benefits	0
1120	PERS	50,695
1130	Medicare Tax	5,435
1150	Unemployment Compensation	0
1500	Materials & Supplies	81,000
2000	Services & Charges	123,270
3000	Grants	0
3500	Contingency	0
4000	Capital Outlays	59,900
4500	Debt Service	0
4700	Cash Transfer	0
	<b>Total</b>	<hr/> <b>\$694,390</b>

1994 OPERATING BUDGET SUMMARY  
 MICROFILMING BOARD  
 GENERAL FUND ORG 3510  
 EXPANDED REQUESTS

PRIORITY NUMBER	ACCOUNT	AMOUNT	REASON FOR THE EXPANDED REQUEST	AMOUNT FUNDED
1	Services & Charges	\$13,540	Maintenance agreement - 4 cameras	\$0
2	Materials & Supplies	\$4,004	650 rolls of film for 4 new cameras purchased in 1993 (\$6.16 each)	0
3	Services & Charges	\$13,000	Storage of microfilm/microfiche masters	0
4	Services & Charges	\$5,100	Training 2 employees on maintenance & repair of cameras (priority #1 would not be needed)	3,550
5	Personal, PERS, medicare	\$19,550	One file preparation clerk - (\$17,000 a year)	0
6	Personal, PERS, medicare	19,550	One microfilmer - (\$17,000 a year)	0
	Materials & Supplies	3,000		
	Microfilming equipment	15,000		
	SUB-TOTAL	\$37,630		
	Capital equipment	\$2,400	Funded 2 electric staplers	400
	Computer equipment & softwa	\$23,507	See Form B-11	
	Microfilming equipment	110,600 \$100,100	High Volume Reader Printer \$13,500 Aperture Card Duplication \$5,600 2 Vendacard Reader Printer \$24,000 2 Coin op Reader Printer \$14,000 Roll Film Viewer \$800	59,500
	TOTAL	\$218,831		\$63,450
	Total Recommended	\$63,450	4 Microfilm viewer \$1,600	

Prepared 12-15-83  
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