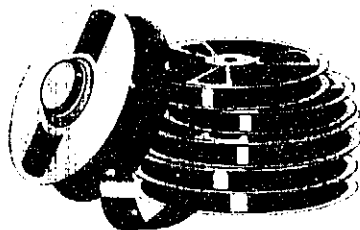


**FRANKLIN COUNTY
MICROFILMING CENTER**



2002 ANNUAL REPORT

Robert G. Montgomery, Administrator

Marvin Farley, Director



FRANKLIN COUNTY MICROFILMING CENTER

Robert G. Montgomery
Administrator
Marvin Farley
Director

Franklin County Microfilming Board
Joseph W. Testa, Chairman
Dewey R. Stokes, Vice-Chairman
Robert G. Montgomery, Secretary
Richard Cordray, Member
John O'Grady, Member

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

From: Marvin Farley, Director

Date: April 7, 2003

Subject: 2002 Annual Report

This report is prepared in accordance with Ohio Revised Code Section 307.805. It contains information regarding the operations of the Microfilming Center and the microfilm production of various satellite agencies. Also included is a summary of the Microfilming Center's 2002 expenditures.

The year 2002 was challenging and rewarding for the Microfilming Center and its client agencies. Digital scanners were installed in the Microfilming Center and three satellite agency locations. Resulting benefits include the ability to offer documents on CD or directly to a client's imaging system with improved image quality. Quality enhancement reduces the use of toner and maintenance requirements for retrieval equipment.

The scanners are used in conjunction with a COM recorder in the Microfilming Center to create microfiche. To track production at the scanner and at the COM recorder, it was necessary to update the formats of production reports. Previously, records were categorized and tracked as daily or history records. Daily records are filmed when filed. History records are kept in paper form and filmed later. The new report format tracks production by input equipment type and output format.

There are challenges related to scanning that do not exist when microfilming. Our staff must be able to understand and use computer equipment and they must organize scanned documents to achieve the proper output from the COM recorder.

Currently, we can only produce microfiche from scanned images. We will not offer roll film after two other roll film cameras are replaced with scanners unless we purchase a roll film COM device. Both film formats have inherent advantages. We may pursue the purchase of the equipment needed to continue offering both. Secondly, the current COM recorder is being heavily taxed and may not handle additional scanners without adding work shifts. It would be more cost effective to add equipment. Another advantage of the roll film COM device is the ability to include a microfilm image location in a computer image index.

The County's microfilming equipment continues to perform well overall. Our technician maintains or oversees more than 200 items in seventeen agencies. Some items are several years old but we can still maintain them as long as parts are available. In some cases we believe we will be able to maintain them until they are no longer needed. Several reader printers are out of production but remain under contract and in good working order. Some may need to be updated in the near future. Two were replaced this year in Adult Probation and the Commissioners Office. In addition to extending the life cycle of some equipment, staffing a technician significantly reduces downtime and saves over \$100,000 annually on maintenance contracts. The technician has the added responsibility of learning to use new equipment and training operators.

The administration of the County's archival microfilm records continues to present a challenge. It is difficult to maintain and time consuming to track and store records for various agencies. The records are stored off-site at Fireproof Records Center. The only way to re-sort records and fix filing errors is to have the records (sometimes several boxes of film) delivered onsite. This contributes to increased storage costs and makes it more difficult to fix some problems because we are unable to see several different records at once. We have learned to work within this process but we continue to envision a County-owned facility where we can have complete access. Ideally, the storage vault should be housed within or near the Microfilming Center.

The Microfilming Center and the satellite agencies produced 15,227,091 images on microfilm and CD in 2002. Nearly 2,500 cubic feet of paper was recycled from the Microfilming Center's History Department alone. To date, over 173 million images have been produced since the Microfilming Board was established in 1985. The amount of space saved is tremendous.

We are grateful for the support of the Microfilming Board and the Board of County Commissioners. Their understanding and vision are critical to the success of our efforts to convert from microfilming to scanning services. Also, the support of the Data Center has been invaluable in procuring computer equipment and providing network connectivity services. With the continuing assistance and support of these entities we will keep pace with technology and maintain the important services we provide for Franklin County agencies.

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FRANKLIN COUNTY MICROFILMING BOARD

OFFICERS and MEMBERS

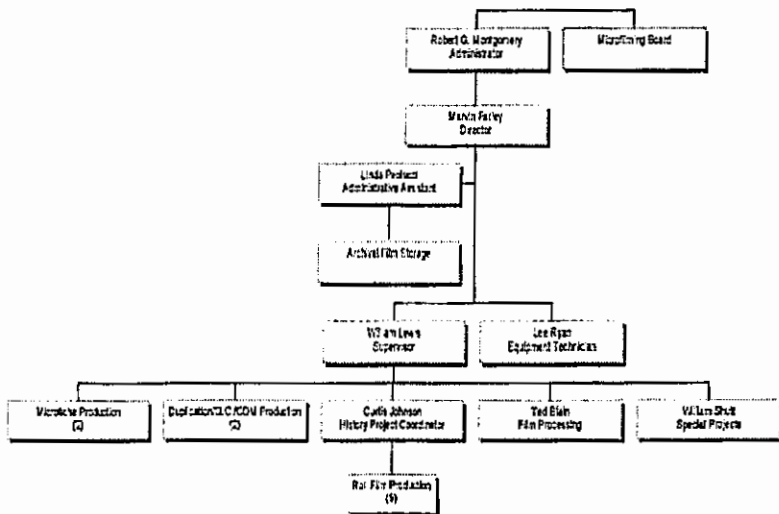
Chairman	The Honorable Joseph W. Testa, County Auditor
Vice-Chairman	The Honorable Wade Steen, County Treasurer
Secretary	The Honorable Robert G. Montgomery, County Recorder
Member	The Honorable Dewey R. Stokes, County Commissioner
Member	The Honorable John O'Grady, Common Pleas Clerk of Courts

REPRESENTATIVES

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

Franklin County Microfilming Center

Table of Organization



MICROFILMING CENTER PRODUCTION REPORT

Digital Scanners	Masters	Duplicates	Images
105mm Comfiche			
Auditor			
Account Trial Balance	3	3	442
Account Trial Balance Index	2	2	8
Appropriation Status by Fund	13	13	2,331
GL Object Codes 2001	1	1	30
GL Organization Codes 2001	1	1	27
Purchase Order by G/L Segment	6	6	984
Vendors License	9	18	1,288
	<i>35</i>	<i>44</i>	<i>5,110</i>
Clerk of Courts			
Civil Notices (CV-3)	615	615	99,283
Criminal Notices (CR-2)	695	695	112,025
	<i>1,310</i>	<i>1,310</i>	<i>211,308</i>
Microfilming Center			
COM Request Forms	12	12	575
Expungement Request Forms	1	1	49
Production Reports	4	4	413
RC-3 Forms	1	1	173
Work Verification Forms	28	28	4,524
	<i>46</i>	<i>46</i>	<i>5,734</i>
Recorder			
Daily Index Sheets	55	55	9,959
Treasurer			
Address Change Cards	108	108	13,326
Address Change Cards Special Mailing	7	14	1,356
	<i>115</i>	<i>122</i>	<i>14,682</i>
105mm Comfiche Totals	1,561	1,577	246,793
Compact Disc			
Auditor			
Invoices 2001	12	0	131,412
Weights & Measurers Inspections	3	0	5,924
	<i>15</i>	<i>0</i>	<i>137,336</i>
Compact Disc Totals	15	0	137,336
Digital Scanners Totals	1,576	1,577	384,129

MICROFILMING CENTER PRODUCTION REPORT

Duplicators **Duplicates Only**

105mm Comfiche

Clerk of Courts	
Miscellaneous	11

Recorder	
Miscellaneous	21

Treasurer	
Miscellaneous	274

105mm Comfiche Totals	306
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105mm Microfiche

Auditor	
Miscellaneous	1,926

Clerk of Courts	
Miscellaneous	173

County Engineer	
Miscellaneous	34

Probate	
Case Files	6,468

Recorder	
Miscellaneous	60

Sheriff	
Miscellaneous	3

105mm Microfiche Totals	8,664
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MICROFILMING CENTER PRODUCTION REPORT

Duplicators	Duplicates Only
16mm Jackets	
Probate Case Files	51,150
16mm Jackets Totals	51,150
16mm Roll Film	
Auditor Miscellaneous	6
Probate Miscellaneous	356
16mm Roll Film Totals	362
35mm Jackets	
Recorder Miscellaneous	1
35mm Jackets Totals	1
35mm Roll Film	
County Engineer Miscellaneous	1
35mm Roll Film Totals	1
Duplicators Totals	60,484

MICROFILMING CENTER PRODUCTION REPORT

Mainframe/Servers Masters Duplicates Images

105mm Comfiche

Auditor

Abstract Exempt Report-DTE Form 94	4	4	651
Abstract Report-DTE Form 93	1	1	102
Abstract VCH Entries	341	341	70,832
Account Trial Balance	80	80	16,415
Accumulated Delinquent Duplicate-PPDQ	2	4	60
Alders/Remitters-PPDQ	6	12	312
Agricultural Detail Report	3	3	357
Agricultural DTE Form 114	1	1	8
CAPS	24	0	4,864
Delinquent Duplicate-PPDQ	25	50	4,066
Delinquent Land Certificates List	2	2	396
Delinquent Land List Master	11	11	2,236
Delinquent Tax List-PPHT	6	6	1,139
Dog Kennel Records-Owner Name	2	6	94
Dog Kennel Records-Owner St. Address	2	6	94
Dog Kennel Tag Records	1	3	40
Dog Name Sequence	23	69	4,723
Dog Street Sequence	23	69	4,723
Dog Tag Sequence	23	69	4,723
DTE 15	1	1	6
DTE 15 Detail	1	1	22
DTE 15 Error	1	1	38
GL Account History-Expense	156	156	10,353
GL Account History-Revenue	20	20	3,838
Ownership Index	106	494	21,643
Parcel Land Report	76	76	15,670
Payments-PPDQ	3	6	404
Payroll Accruals	89	89	15,775
Payroll Proofs	177	177	35,148
Settlement Abstract-PPTX	1	2	10
Summary of Charges 1	7	42	688
Summary of Charges 2	7	42	688
Summary of Charges 3	7	42	688
Summary of Charges All	7	42	688
Tax Abstract	2	4	198
Welfare Warrant Detail Report	29	29	5,998
Vendor Invoice List	88	88	17,872
	1,358	2,049	245,562

MICROFILMING CENTER PRODUCTION REPORT

Mainframe/Servers	Masters	Duplicates	Images
Clerk of Courts			
Appeals Index	312	588	56,669
Civil Index	1,337	14,707	271,322
Criminal Case Disposition Numeric (case)	9	9	178
Criminal Case Dispositions Alpha (name)	1	1	178
Criminal Index	676	3,380	133,342
Domestic Index	1,140	8,844	230,950
Juvenile Index	2,568	2,568	526,105
	<i>6,043</i>	<i>30,097</i>	<i>1,218,744</i>
Data Center			
MVS Production System Log	106	0	20,356
MVS Test System Log	284	0	53,626
Prod Security/Activity/Incident Report	105	0	16,247
	<i>495</i>	<i>0</i>	<i>90,229</i>
Human Services			
PA/FS/GA by Address	159	1,749	31,343
PA/FS/GA by Name	159	1,590	31,343
	<i>318</i>	<i>3,339</i>	<i>62,686</i>
Probate			
Confidential File Room Records	1	2	14
General Records	465	930	95,502
	<i>466</i>	<i>932</i>	<i>95,516</i>
Recorder			
General Index	372	1,116	75,900
Official Records	7,497	130,657	1,531,587
	<i>7,869</i>	<i>131,773</i>	<i>1,607,487</i>
Treasurer			
Tax Duplicates	1,924	17,316	399,018
105mm Comfiche Totals	18,473	185,506	3,719,242
Mainframe/Servers Totals	18,473	185,506	3,719,242

MICROFILMING CENTER PRODUCTION REPORT

Microfiche Cameras	Masters	Duplicates	Images
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105mm Microfiche

Auditor			
Account Trial Balance Index	2	2	8
Transfers and Conveyance Sheets	275	2,750	38,106
	277	2,752	38,114
Treasurer			
Address Change Cards	139	139	25,941
105mm Microfiche Totals	416	2,891	64,055
Microfiche Cameras Totals	416	2,891	64,055

MICROFILMING CENTER PRODUCTION REPORT

Planetary Cameras	Masters	Duplicates	Images
16mm Roll Film			
Recorder			
Mortgage Books	24	24	72,864
16mm Roll Film Totals	24	24	72,864
35mm Aperture Cards			
Recorder			
Condominium Plats	600	2,010	600
Plats	115	546	115
	715	2,556	715
35mm Aperture Cards Totals	715	2,556	715
35mm Jackets			
Recorder			
Condominium Plats	153	459	671
Plats	25	414	140
Veterans Graves Plat Book	2	4	16
	180	877	827
35mm Jackets Totals	180	877	827
35mm Roll Film			
Recorder			
Lease Record # 92	1	1	166
35mm Roll Film Totals	1	1	166
Planetary Cameras Totals	920	3,458	74,572

MICROFILMING CENTER PRODUCTION REPORT

Rotary Cameras	Masters	Duplicates	Images
16mm Roll Film			
Adult Probation			
Closed Project Progress Files 1997	28	28	87,862
Closed Project Progress Files, Misc. 1985-1996	2	2	3,786
	<i>30</i>	<i>30</i>	<i>91,648</i>
Auditor			
County & Payroll Warrants 2001	15	15	218,530
Personal Property No Value Returns	12	0	31,417
Personal Property Returns 2001	105	0	156,955
Personal Property Returns 2002	12	0	39,788
	<i>144</i>	<i>15</i>	<i>446,690</i>
Clerk of Courts			
Appeals Case Files 1997	57	57	384,447
Civil Case Files 1996	45	45	285,318
Civil Case Files 1997	151	151	925,372
Civil EX Files 1996	1	1	1,117
Criminal Case Files 1997	85	85	513,422
Criminal MI Case Files 2001	3	3	7,422
Domestic DR Case Files 1996	90	90	552,497
Domestic DV Case Files 1996	2	2	6,815
Juvenile DP Case Files 1996	14	14	85,045
Juvenile JC Case Files 1996	20	20	122,661
Juvenile JU Case Files 1995	57	57	330,393
Juvenile Traffic Case Files 1998	18	18	74,125
Juvenile Traffic Case Files 1999	25	25	101,001
Juvenile Traffic Case Files 2000	23	23	99,940
Miscellaneous Criminal Cases 1985-1989	4	4	23,861
	<i>595</i>	<i>595</i>	<i>3,513,436</i>
16mm Roll Film Totals	769	640	4,051,774
Rotary Cameras Totals	769	640	4,051,774

SATELLITE AGENCIES PRODUCTION REPORT

Digital Scanners	Masters	Duplicates	Images
105mm Comfiche			
Clerk of Courts			
Civil Daily (CV-1)	341	1,705	68,200
Civil Notaries (CV-2)	20	20	3,930
Criminal Daily (CR-1)	175	1,400	34,996
CSEA Billing Report (CV-5)	8	8	1,485
Domestic Daily (DR-1)	66	660	13,124
Domestic Notices (DR-2)	131	1,310	19,999
Notary Signature Cards (CV-8)	2	10	201
	743	5,113	141,935
105mm Comfiche Totals	743	5,113	141,935
Digital Scanners Totals	743	5,113	141,935
Rotary Cameras			
16mm Roll Film			
Auditor			
Board Of Revision Case Files	40	40	62,538
Board of Tax Appeal Case Files	22	22	33,500
Personal Property Tax Forms	6	0	15,528
	68	62	111,366
Probate			
Adoption Records	10	0	17,107
Cashier	36	36	81,422
Estate Taxes	1	1	2,234
Information Desk	144	0	245,712
Marriage	8	8	18,764
	199	45	365,239
Treasurer			
Checks	57	0	1,959,545
16mm Roll Film Totals	324	107	2,436,150
Rotary Cameras Totals	324	107	2,436,150

SATELLITE AGENCIES PRODUCTION REPORT

Microfiche Cameras Masters Duplicates Images

105mm Microfiche

Auditor			
Blanket Extension Lists 1997	11	0	2,145
Correction Certificates-PPTX	9	9	1,680
Transfers and Conveyance Sheets	93	905	13,361
Vendors License	29	58	3,462
	142	972	20,648
Clerk of Courts			
Appeals Daily (AP-1)	1,530	4,590	303,979
Appeals Notices (AP-3)	31	31	6,196
Civil Daily (CV-1)	7,489	37,445	1,495,782
Civil Notaries (CV-2)	8	8	1,534
Confidential Disbursement Order	2	2	210
Criminal Daily (CR-1)	2,631	21,048	526,700
Criminal Expungements (CR-3)	199	199	10,149
CSEA Billing Report (CV-5)	9	9	1,613
Domestic Daily (DR-1)	2,874	28,740	568,957
Domestic Notices (DR-2)	418	4,180	63,333
Domestic Proof of Issuance	612	6,120	97,679
Domestic Transcripts	56	168	768
Juvenile Abortions (JA-1)	2	2	315
Juvenile Blue Mailers, Waivers & H.N.	626	2,504	97,400
Juvenile Daily (JU-1)	4,068	37,768	770,817
Juvenile Expungements (JU-3)	78	78	3,078
Juvenile Proof of Issuances	684	2,736	96,712
Notary Signature Cards (CV-8)	6	30	1,200
Restitution Orders	5	5	373
	21,328	145,663	4,046,795
Prosecutor			
PR-1 Criminal Case Files	271	271	45,367
Sheriff			
Detective Bureau	10	20	746
Personnel Files 1991-1999	592	1,184	116,684
SIU-Investigative Case Files	605	1,210	115,752
	1,207	2,414	233,182
Treasurer			
Address Change Cards	56	45	9,242
105mm Microfiche Totals	23,004	149,365	4,355,234
Microfiche Cameras Totals	23,004	149,365	4,355,234

PRODUCTION EQUIPMENT DOWNTIME REPORT

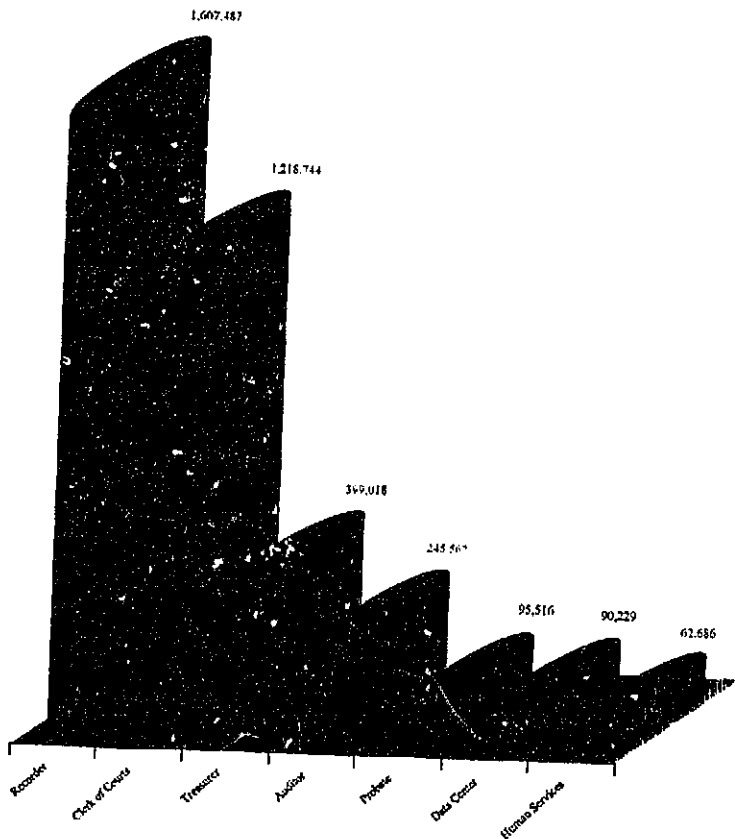
LD#	Description	Location	Down Hours
1	Hybrid Microfiche Camera	Civil/Criminal	3.50
2	TDC Microfiche Camera	Microfilming Center	5.00
5	Exttek Microfiche Camera	Domestic Relations	2.25
6	Exttek Microfiche Camera	Juvenile	6.75
7	Exttek Microfiche Camera	Appeals	5.00
8	Exttek Microfiche Camera	Civil/Criminal	56.00
11	Datagraphix Microfiche Camera	Sheriff	87.00
13	Xidex 16mm Roll Film Camera	Auditor	1.00
14	Xidex 16mm Roll Film Camera	Auditor	5.00
16	Kodak 16mm Roll Film Camera	Probate	1.50
22	Xidex 16mm Roll Film Camera	Probate	8.00
24	Xidex 16mm Roll Film Camera	Treasurer	8.00
25	Allen Products Film Processor	Microfilming Center	14.75
26	Ozalid Roll Film Duplicator	Microfilming Center	1.25
27	Bruning Microfiche Dup icator	Microfilming Center	206.50
37	Datagraphix Microfiche Duplicator	Microfilming Center	6.00
50	Kodak 16mm Roll Film Camera	Microfilming Center	9.00
51	Kodak 16mm Roll Film Camera	Microfilming Center	47.25
52	Kodak 16mm Roll Film Camera	Microfilming Center	19.50
328	COM Recorder	Microfilming Center	19.50
429	Canon Stand-Alone Scanner	Microfilming Center	0.75
	Total		513.50

* Equipment identification numbers are not always sequential.

Microfilming Center COM Recorder Production

Electronic records from the main frame and various agency systems transferred via the County network and downloaded to microfiche

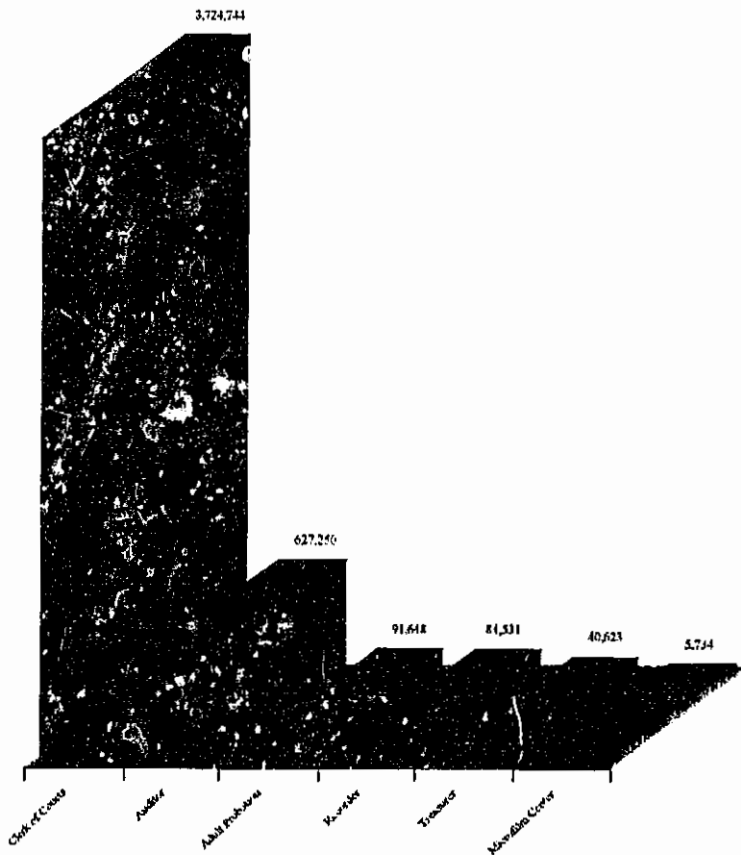
Total = 5,719,342



Microfilming Center Image Production

Paper records microfilmed, scanned and processed by the Microfilming Center

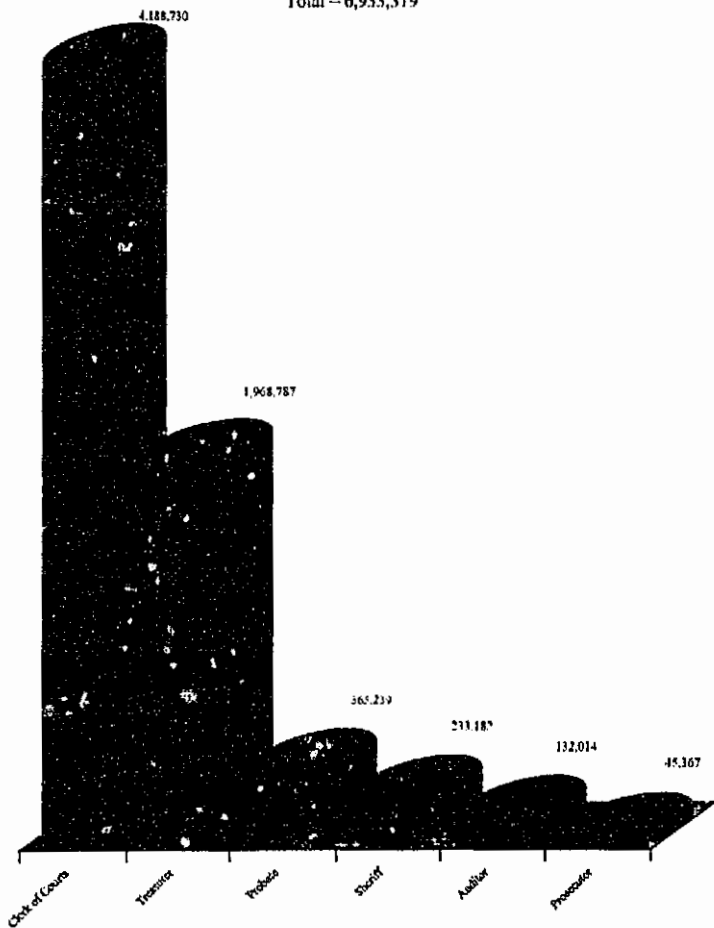
Total = 4,574,530



Satellite Agencies Image Production

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

Total = 6,933,319



FINAL 2002 APPROPRIATION STATUS REPORT

Description	Appropriation	Expenditure	Returned to General Fund
Personal Services	\$563,681.00	\$562,723.41	\$957.59
PERS Contribution	76,380.00	76,248.98	131.02
Medicare	8,174.00	7,214.78	959.22
Fringe Benefits	132,332.00	114,199.78	18,132.22
Workers Compensation	3,682.00	0.00	3,682.00
Services and Charges	127,830.00	94,776.88	33,053.12
Materials and Supplies	75,500.00	59,454.95	16,045.05
Capital Outlays	76,700.00	70,983.00	5,717.00
Totals	\$1,064,279.00	\$985,601.78	\$78,677.22