

FRANKLIN COUNTY MICROFILMING CENTER



2005 ANNUAL REPORT

Robert G. Montgomery, Administrator

Marvin Farley, Director

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

From: Marvin Farley, Director

Date: April 3, 2006

Subject: 2005 Annual Report

This report is prepared in accordance with Ohio Revised Code Section 307.805. It contains information regarding Microfilming Center operations and the microfilm production of various satellite agencies. Also included is a summary of the Microfilming Center's 2005 appropriations and expenditures.

Nearly fifteen million electronic and paper images were converted to microfilm by the Microfilming Center and satellite agencies. Most production totals were relatively flat with the exception of fewer paper images produced in the Microfilming Center and the Treasurer's Office. The Microfilming Center's decrease was mostly related to staff levels. The Treasurer's Office began scanning checks in May 2004 that they previously filmed. Their decrease is due to the absence of any microfilmed checks in 2005.

Franklin County continues to realize the benefits of using digital scanning and imaging technology to create microfilm. More satellite projects have been centralized within the Microfilming Center with improved quality and efficiency. Microfilm camera use has nearly been eliminated in most areas with the exception of a few special projects. The Clerk of Courts is the only agency still using microfilm cameras extensively for their critical daily production. We have expressed the need to replace these cameras with scanners for some time. Their age, reliability and the ability to acquire parts dictate that we continue these efforts.

The three-year schedule to replace discontinued Minolta reader printers has been revised. Some agencies were reluctant to seek funding in 2006 while meeting an eight percent budget reduction mandate. Only two were replaced this year, leaving twelve in use throughout the County.

We are thankful for the continuing support provided by the Microfilming Board and the Board of Commissioners as we look forward to working with you in our future endeavors.

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Franklin County Microfilming Board

Officers and Members

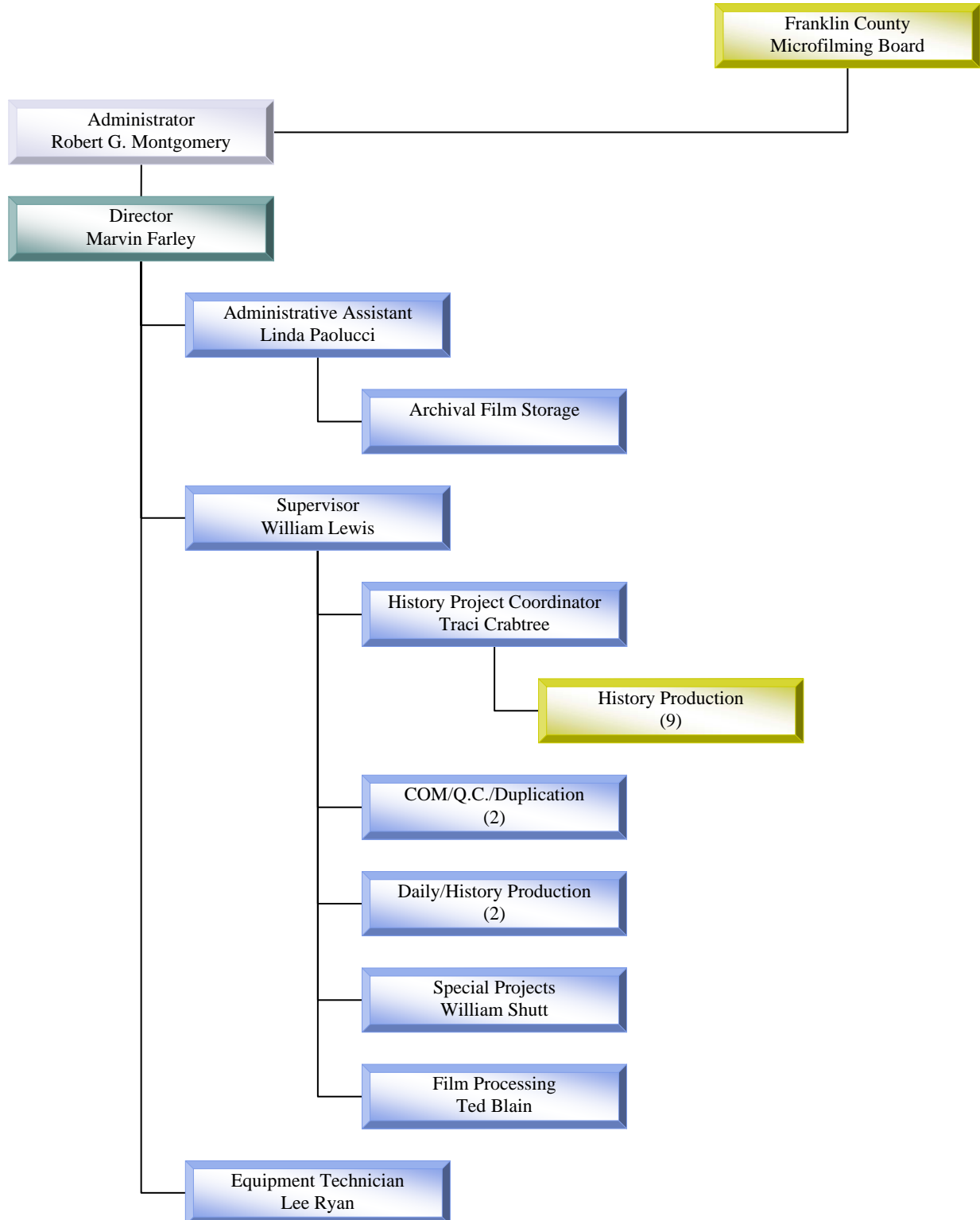
Chairman the Honorable **Joseph W. Testa**, Franklin County Auditor
Vice-Chairmanthe Honorable **Dewey R. Stokes**, Franklin County Commissioner
Secretary the Honorable **Robert G. Montgomery**, Franklin County Recorder
Member the Honorable **John O’Grady**, Franklin County Clerk of Courts
Memberthe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

Representatives

For Joseph W. Testa..... Anthony Frissora
..... Gary Woodward
For Dewey R. Stokes William Ubbing
..... David Nadolny
For Robert G. MontgomeryBrad Hennebert
.....Brian Evans
For John O’Grady David Migliore
..... Edwin Kirby
For Richard CordrayDeidre Thompson
..... Chris Finley

Franklin County Microfilming Center

Organizational Chart



Microfilming Center Production Report

Digital Scanners	Masters	Duplicates	Images
Microfiche			
Auditor			
Transfers and Conveyance Sheets	296	3,052	40,896
Vendors License	46	103	3,600
Budget Journal Entries-Acct. Trial Balance 1999	1	1	138
CAUV Files 1975-2002	17	17	3,403
City, Vill, Twp, Cty, Lib Tax Budgets 1989-2002	371	371	76,089
General Journal Entries-Acct. Trial Balance 1999	6	6	1,081
OPERS Retirement Reports Misc. 3/70-10/71	1	1	26
OPERS Retirement Reports 1971	6	6	1,072
OPERS Retirement Reports 1972	6	6	1,101
OPERS Retirement Reports 1979	6	6	1,087
OPERS Retirement Reports 1980	6	6	1,041
OPERS Retirement Reports 1981	6	6	1,047
OPERS Retirement Reports 1984	6	6	1,203
OPERS Retirement Reports 1985	6	6	1,225
School Tax Budgets 1990-2003	230	230	46,483
	1,010	3,823	179,492
Clerk of Courts			
Civil Notices (CV-3)	655	655	111,076
Criminal Case Files 2000	2,614	2,614	539,596
Criminal Notices (CR-2)	728	728	127,865
Juvenile Blue Mailers, Waivers & H.N.	626	2,505	105,076
Juvenile JU Formal Case Files 1999	1,966	1,966	407,513
Juvenile JU Formal Case Files 2000	1,412	1,412	289,956
Juvenile JU Informal Case Files 1999	105	105	21,151
Juvenile MC Formal Case Files 2000	15	15	3,012
Juvenile Proof of Issuances	597	2,388	98,650
	8,718	12,388	1,703,895
Microfilming Center			
COM Request Forms	12	12	574
Expungement Request Forms	1	1	12
Production Reports	4	4	473
RC-3 & Related Project Forms	2	2	352
Work Verification Forms	24	24	4,085
	43	43	5,496
Prosecutor			
PR-1 Juvenile Case Files 2000	518	518	104,923

Microfilming Center Production Report

Digital Scanners	Masters	Duplicates	Images
Microfiche (continued)			
Sheriff			
Personnel Files 1/1/2000 - 6/30/2005	550	550	112,815
Treasurer			
Address Change Cards	255	255	18,569
Microfiche Totals	11,094	17,577	2,125,190
Roll Film			
Auditor			
County & Payroll Warrants 2004	5	0	77,928
Parcel Sheets 1920-1999	55	55	559,006
	60	55	636,934
Board of Elections			
Voter Registration Forms 2003	6	6	82,845
Voter Registration Forms 2004	20	20	320,030
	26	26	402,875
Clerk of Courts			
Civil Case Files 2000	83	83	1,305,814
Civil Case Files 2001	11	11	179,368
Domestic DR Case Files 2000	34	34	541,417
Domestic DV Case Files 2000	1	1	17,068
Juvenile Traffic Case Files 2003	9	9	119,702
Misc. Civil Sealed Files/Entries 1964-1998	11	11	163,695
Miscellaneous Civil Case Files 1973-1999	44	44	668,259
	193	193	2,995,323
Roll Film Totals	279	274	4,035,132
Digital Scanner Totals	11,373	17,851	6,160,322

Microfilming Center Production Report

Duplicators	Production Duplicates	Duplicates Only
Microfiche		
Auditor		
Miscellaneous		89
Clerk of Courts		
Miscellaneous		978
Probate		
Case Files		623
Miscellaneous		74
Recorder		
Miscellaneous		4,607
Treasurer		
Miscellaneous		284
Microfiche Totals	268,503	6,655
Roll Film		
Clerk of Courts		
Miscellaneous		1
Probate		
Miscellaneous		4
Roll Film Totals	364	5

Microfilming Center Production Report

Mainframe/Servers	Masters	Duplicates	Images
Microfiche			
Auditor			
Account Trial Balance	84	84	17,074
Accumulated Delinquent Duplicate-PPDQ	4	8	46
Adders/Remitters-PPDQ	6	12	221
Agricultural DTE Form 114	1	1	9
All VCH Entries	27	27	5,548
Correction Certificates-PPTX	2	4	34
County Value Reports	1	1	130
Current Overpay-PPTX	2	4	40
Delinquent Duplicate-PPDQ	20	40	3,268
Delinquent Land Certificates List	1	1	159
Delinquent Tax List-PPHT	8	8	1,495
Dog Kennel Records-Owner Name	1	3	74
Dog Kennel Records-Owner St. Address	1	3	74
Dog Kennel Tag Records	1	3	38
Dog Name Sequence	23	69	4,581
Dog Street Sequence	23	69	4,581
Dog Tag Sequence	23	69	4,581
DTE 15	1	1	6
DTE 15 Error	1	1	26
Homestead Application Report	7	7	1,379
Inter County Duplicate-PPTX	24	48	4,679
Ownership Index	74	296	15,145
Parcel Land Report	6	6	1,150
Payments-PPDQ	3	6	266
Payroll Accruals	96	96	16,367
Payroll Proofs	195	195	38,808
Personal Property Tax-PPTX	2	4	162
Summary of Charges 1	6	36	774
Summary of Charges 2	6	36	774
Summary of Charges 3	6	36	774
Summary of Charges All	6	36	774
Tax Abstract	1	2	127
Unpaid Duplicate-PPTX	12	24	2,332
Vendor Invoice List	54	54	11,145
	728	1,290	136,641

Microfilming Center Production Report

Mainframe/Servers	Masters	Duplicates	Images
Microfiche (continued)			
Clerk of Courts			
Appeals Index	357	0	71,044
Civil Index	1,354	14,894	273,167
Criminal Case Dispositions Alpha	1	1	203
Criminal Case Dispositions Numeric	1	1	208
Criminal Index	772	3,860	156,152
Domestic Index	1,299	5,196	264,852
Juvenile Index	3,333	3,333	687,792
	7,117	27,285	1,453,418
Data Center			
MVS Production System Log	543	0	107,011
MVS Test System Log	156	0	26,363
Prod Security/Activity/Incident Report	102	0	16,339
	801	0	149,713
Probate			
Adoption Records	249	249	50,360
Confidential File Room Records	2	4	36
General Records	1,557	3,078	318,490
Marriage Records	245	245	49,937
Mental Commitment Records	47	47	9,062
	2,100	3,623	427,885
Recorder			
General Index	442	1,326	87,263
Official Records	6,369	47,007	1,289,080
	6,811	48,333	1,376,343
Treasurer			
Tax Duplicates	1,718	15,462	356,747
Microfiche Totals	19,275	95,993	3,900,747
Roll Film			
Public Defender			
Case Files	8	0	128,000
Mainframe/Server Totals	19,283	95,993	4,028,747

Microfilming Center Production Report

Microfilm Cameras	Masters	Duplicates	Images
Microfiche Jackets			
Recorder			
Condominium Plats	433	1,299	1,822
Plats	47	773	317
	480	2,072	2,139
Roll Film			
Adult Probation			
Closed Project Progress Files 2000	59	59	209,578
Recorder			
Mortgage Books	16	16	67,912
Roll Film Totals	75	75	277,490
Microfilm Camera Totals	555	2,147	279,629

Satellite Agencies Production Report

Digital Scanners	Masters	Duplicates	Images
Microfiche			
Auditor			
Board of Revision Case Files 2002	256	256	51,854
Board of Revision Journals	200	200	39,916
Exemption Applications	156	156	30,066
	612	612	121,836
Clerk of Courts			
Civil Daily (CV-1)	248	1,240	49,600
Civil Notaries (CV-2)	27	27	5,055
Criminal Daily (CR-1)	246	1,968	49,200
Criminal Expungements (CR-3)	425	425	17,745
CSEA Billing Report (CV-5)	12	12	2,086
Domestic Daily (DR-1)	113	1,130	22,384
Domestic Notices (DR-2)	489	4,401	76,171
Domestic Proof of Issuance	538	4,842	84,319
Domestic Transcripts	278	570	29,556
Notary Signature Cards (CV-8)	8	40	1,600
	2,384	14,655	337,716
Microfiche Totals	2,996	15,267	459,552
Roll Film			
Auditor			
Property Record Cards 1993	1	1	1,816
Digital Scanner Totals	2,997	15,268	461,368

Satellite Agencies Production Report

Microfilm Cameras	Masters	Duplicates	Images
Microfiche			
Clerk of Courts			
Appeals Daily (AP-1)	1,354	4,062	262,613
Appeals History (AP-2)	7	7	1,333
Appeals Notices (AP-3)	26	26	5,199
Civil Daily (CV-1)	7,520	37,636	1,504,082
Confidential Disbursement Order	4	5	192
Criminal Daily (CR-1)	2,742	21,936	548,400
Criminal Expungements (CR-3)	19	19	838
CSEA Billing Report (CV-5)	5	5	797
Domestic Daily (DR-1)	2,569	25,673	507,335
Domestic Notices (DR-2)	3	27	426
Domestic Transcripts	36	72	4,162
Juvenile Abortions (JA-1)	2	4	330
Juvenile Daily (JU-1)	4,736	47,360	908,732
Juvenile Expungements (JU-3)	694	694	23,842
Notary Signature Cards (CV-8)	3	15	600
	19,720	137,541	3,768,881
Prosecutor			
PR-1 Criminal Case Files	53	53	8,877
Microfiche Totals	19,773	137,594	3,777,758
Roll Film			
Auditor			
Board of Revision Journals	4	4	5,116
Exempt Verifications	3	3	4,101
Manufactured Homes Parcel Cards	4	4	7,877
	11	11	17,094
Probate			
Estate Taxes	3	3	5,870
Roll Film Totals	14	14	22,964
Microfilm Camera Totals	19,787	137,608	3,800,722

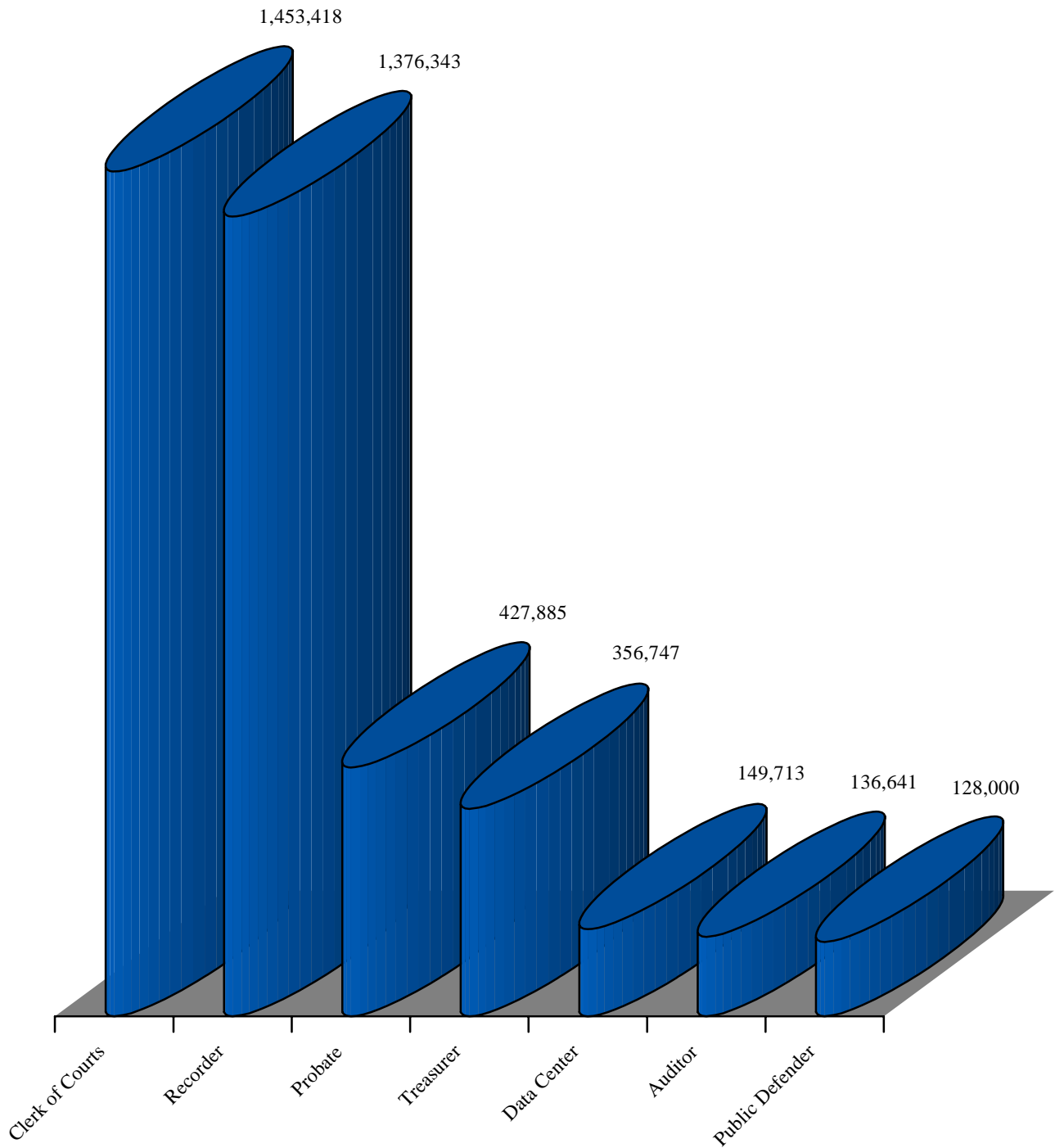
Production Equipment Downtime Report

I.D. #	Description	Location	Down Hours
1	Hybrid Microfiche Camera	Civil/Criminal	9.00
3	Datagraphix Microfiche Camera	Microfilming Center	12.00
5	Extek Microfiche Camera	Domestic Relations	2.00
6	Extek Microfiche Camera	Juvenile	8.75
7	Extek Microfiche Camera	Appeals	1.25
8	Extek Microfiche Camera	Civil/Criminal	.50
22	Xidex Rotary Camera	Probate	27.00
25	Allen Microfilm Processor	Microfilming Center	13.25
27	Bruning Microfiche Duplicator	Microfilming Center	45.50
35	Metric Ultrasonic Film Splicer	Microfilming Center	.75
37	Datagraphix Microfiche Duplicator	Microfilming Center	82.75
45	Metric Ultrasonic Film Splicer	Microfilming Center	.25
49	Kodak Planetary Camera	Microfilming Center	1.00
52	Kodak Rotary Camera	Microfilming Center	.25
328	Datagraphix COM Recorder	Microfilming Center	25.00
429	Canon Stand-Alone Scanner	Microfilming Center	1.50
430	Canon Stand-Alone Scanner	Microfilming Center	42.75
513	Canon Stand-Alone Scanner	Microfilming Center	.50
514	Canon Stand-Alone Scanner	Civil/Criminal	112.00
519	Kodak Hi-Speed Scanner	Microfilming Center	18.75
525	Kodak Hi-Speed Scanner	Microfilming Center	6.00
526	Kodak Archive Writer	Microfilming Center	46.00
Total			456.75

Microfilming Center Electronic Image Production

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

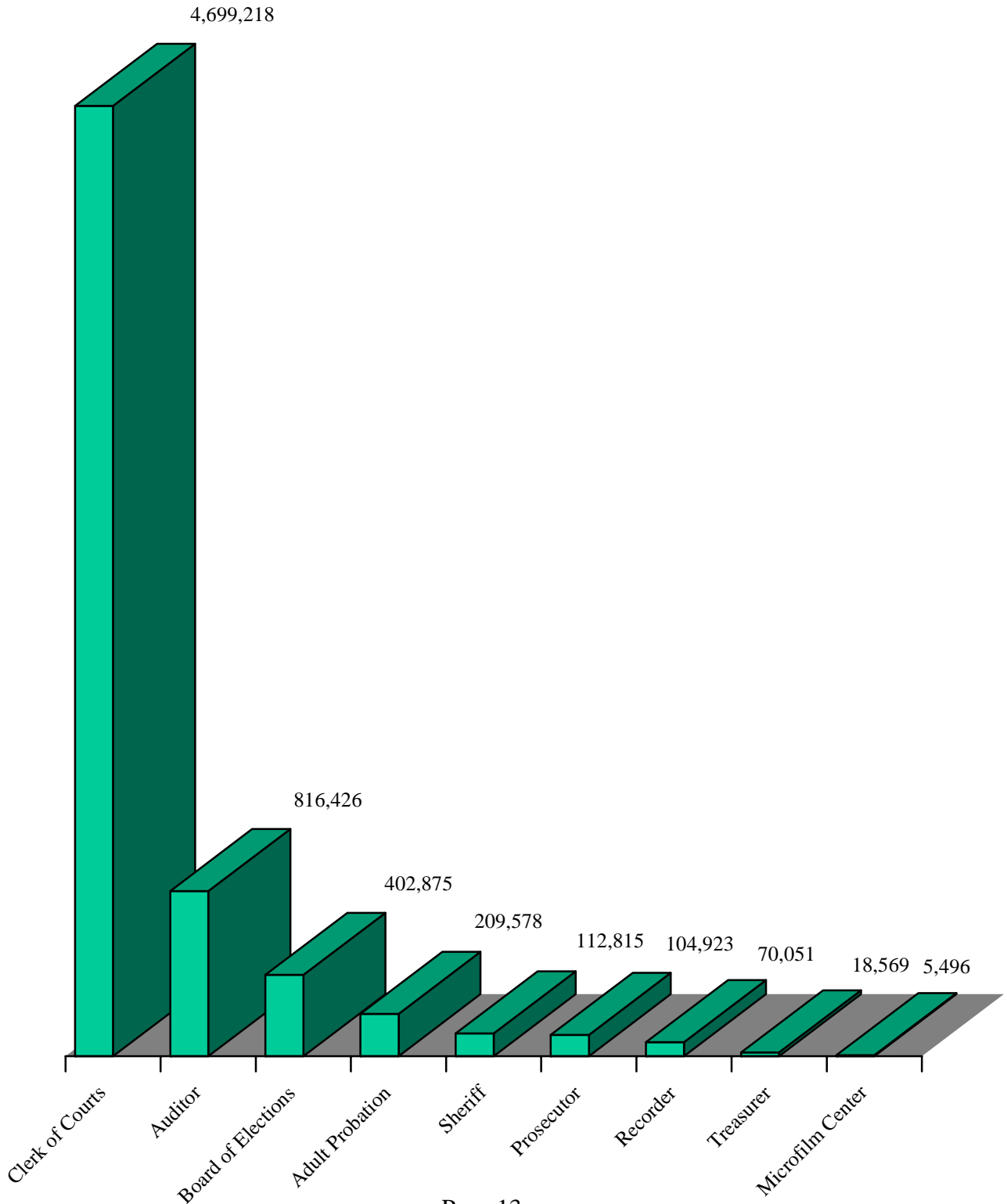
Total = 4,028,747



Microfilming Center Paper Image Production

Paper records microfilmed, scanned and processed
by the Microfilming Center

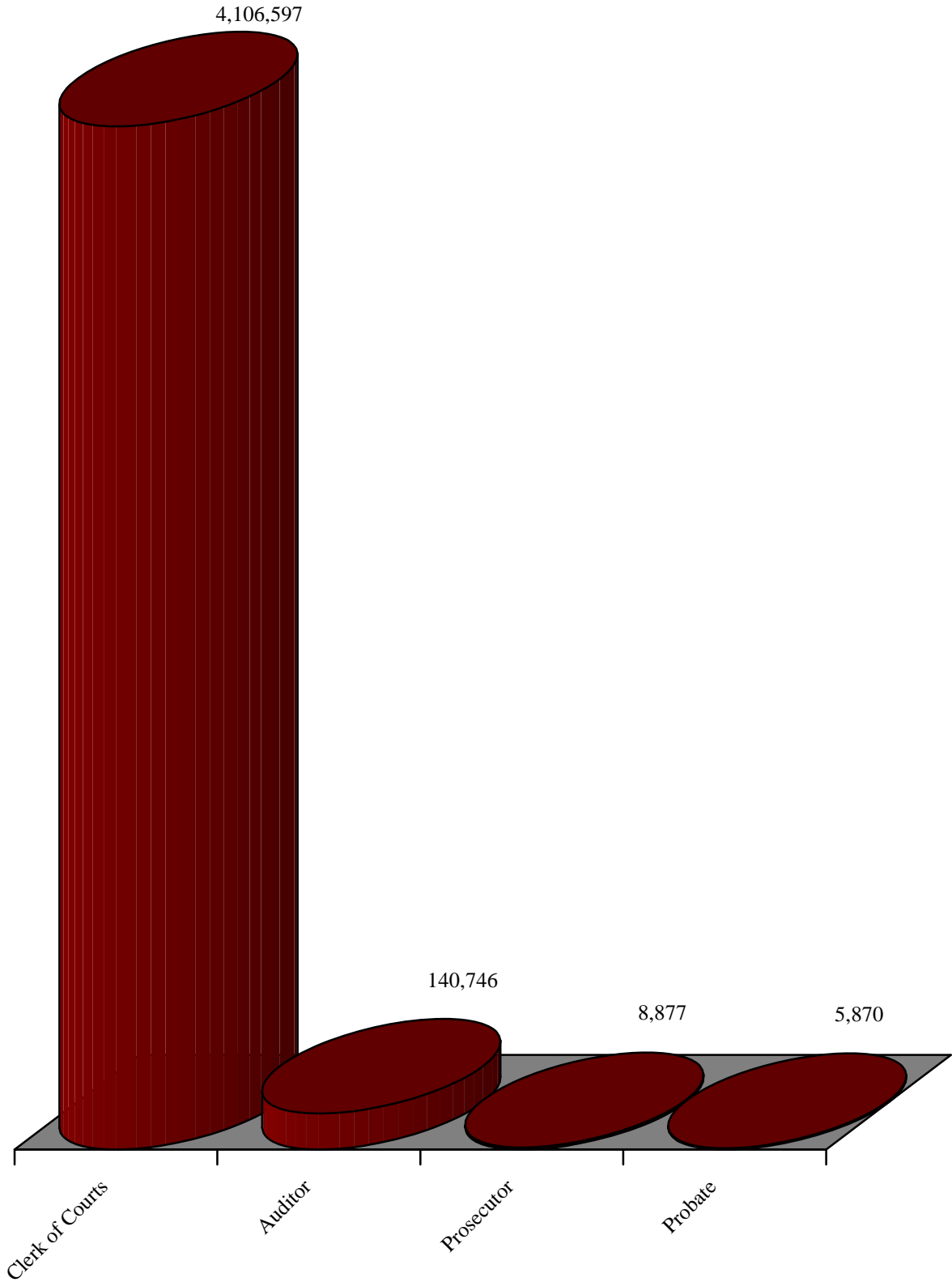
Total = 6,439,951



Satellite Agencies Paper Image Production

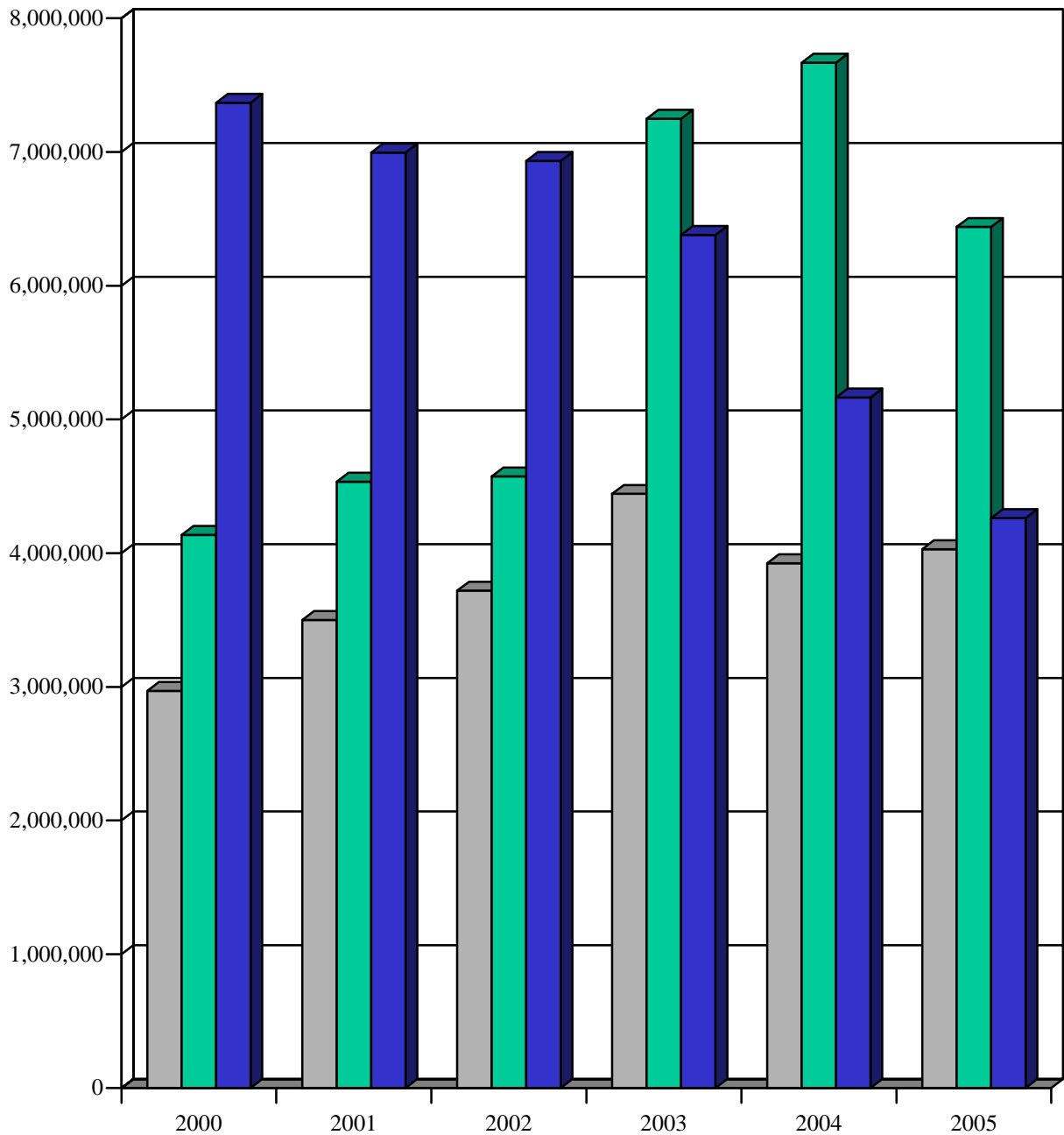
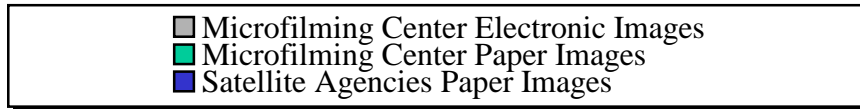
Paper records microfilmed and scanned by participating agencies
and processed by the Microfilming Center

Total = 4,262,090



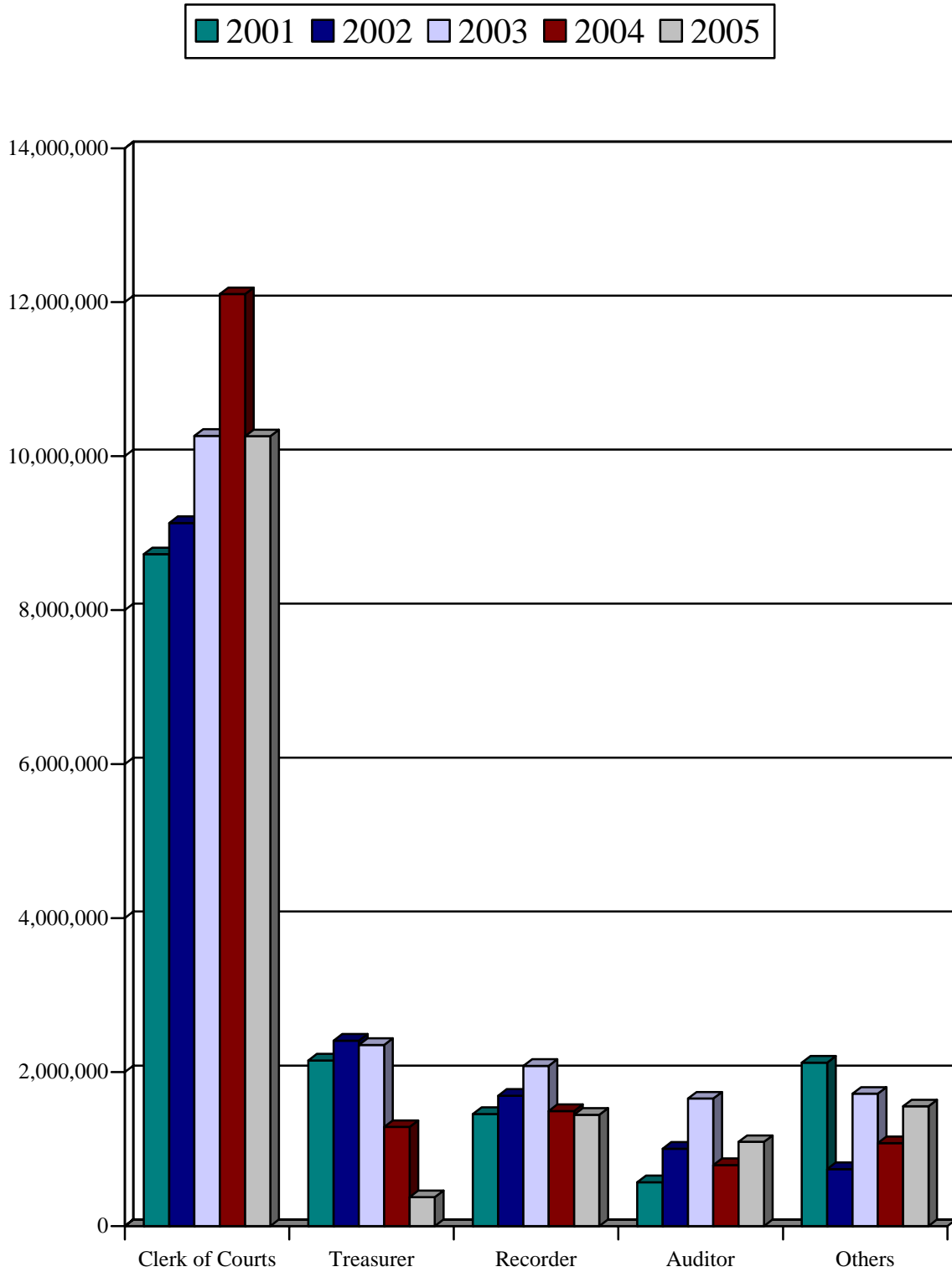
Document Conversion Trends

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



Agencies Conversion Trends

Total images converted per agency



Final 2005 Appropriation Status Report

Description	Original Appropriation	Transfers/ Adjustments	Revised Budget	Expenditure	Balance
Salaries and Wages	569,107	-27,000	542,107	560,475.28	-18,368.28
Sick Leave - Wellness Pay Out	0	582	582	1,271.60	-689.60
Vacation - Term	0	0	0	164.48	-164.48
PERS	71,789	9,850	81,639	86,564.88	-4,925.88
Medicare	8,604	19	8,623	7,097.74	1,525.26
Fringe Benefits	195,120	0	195,120	185,869.15	9,250.85
Workers Compensation	6,792	0	6,792	4,171.23	2,620.77
Services and Charges	121,405	0	121,405	100,565.76	20,839.24
Materials and Supplies	72,750	0	72,750	57,386.33	15,363.67
Totals	1,045,567	-16,549	1,029,018	1,003,566.45	25,451.55