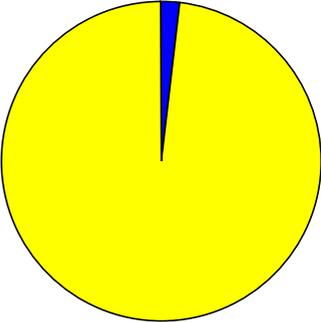


04-15-Micrographics

Fund/Agency: 504/04	Department of Cable Communications and Consumer Protection	
Personnel Services	\$0	<div style="text-align: center;"> <p>CAPS Percentage of Agency Total</p>  <p>1.9%</p> <p>98.1%</p> <div style="display: flex; justify-content: center; gap: 10px; margin-top: 10px;"> ■ Micrographics ■ All Other Agency CAPS </div> </div>
Operating Expenses	\$291,730	
Recovered Costs	\$0	
Capital Equipment	\$0	
Total CAPS Cost:	\$291,730	
Federal Revenue	\$0	
State Revenue	\$0	
User Fee Revenue	\$3,000	
Other Revenue	\$291,730	
Total Revenue:	\$294,730	
Net CAPS Cost:	(\$3,000)	
Positions/SYE involved in the delivery of this CAPS	0/0	

► CAPS Summary

This CAPS manages and coordinates microfilming permanent and non-permanent County documents. The filming process must result in archival quality film that is in compliance with the Code of Virginia for those documents requiring filming and retention as permanent records. Micrographics is also responsible for establishing and implementing plans for the filming of non-permanent records as a way to reduce document storage costs, while improving County service delivery by reducing document retrieval times and greatly decreasing the percentage of misfiled documents.

► Method of Service Provision

A private company under contract to the County provides microfilm service. County Archives staff (General Fund) perform contract monitoring, and identify, explore and implement additional microfilming or imaging applications to further increase the efficiency of County archiving activities.

Department of Cable Communications and Consumer Protection

► **Performance/Workload Related Data**

Title	FY 1998 Actual	FY 1999 Actual	FY 2000 Actual	FY 2001 Actual	FY 2002 Estimate
Jobs Completed	174	102	250	249	200
Jobs returned to customers within scheduled time frame	174	102	250	249	200
Cost per job	\$1,575	\$2,015	\$1,344	\$1,058	\$1,459
Percent of jobs returned to customers within schedule time frame	100%	100%	100%	100%	100%
Percent jobs completed within scheduled time frame	100%	100%	100%	100%	100%

► **Mandate Information**

This CAPS is Federally or State mandated. The percentage of this CAPS' resources utilized to satisfy the mandate is 76 - 100%. The specific Federal or State code and a brief description of the code follows:

- Code of Virginia 42.1-83 The State Library Board shall formulate and execute a program to inventory, schedule, and microfilm official records of counties and cities which it determines have permanent value and to provide safe storage for microfilm copies of such records.

► **User Fee Information**

Subobject Code	Fee Title	FY 2002 ABP Fee Total
0617	Servicing Fee income	\$3,000
Current Fee		Maximum Allowable Fee Amount
\$15 per invoice		Not applicable - current fee is for partial cost recovery.
Purpose of Fee: A \$15.00 administrative charge for processing each invoice for agencies for whom micrographics contract service is provided.		
Levy Authority	Requirements to Change the Fee	Year Fee Was Last Adjusted
Administratively authorized	The agency is phasing this fee out as more agencies contract directly for micrographic services.	1997
Other Remarks:		