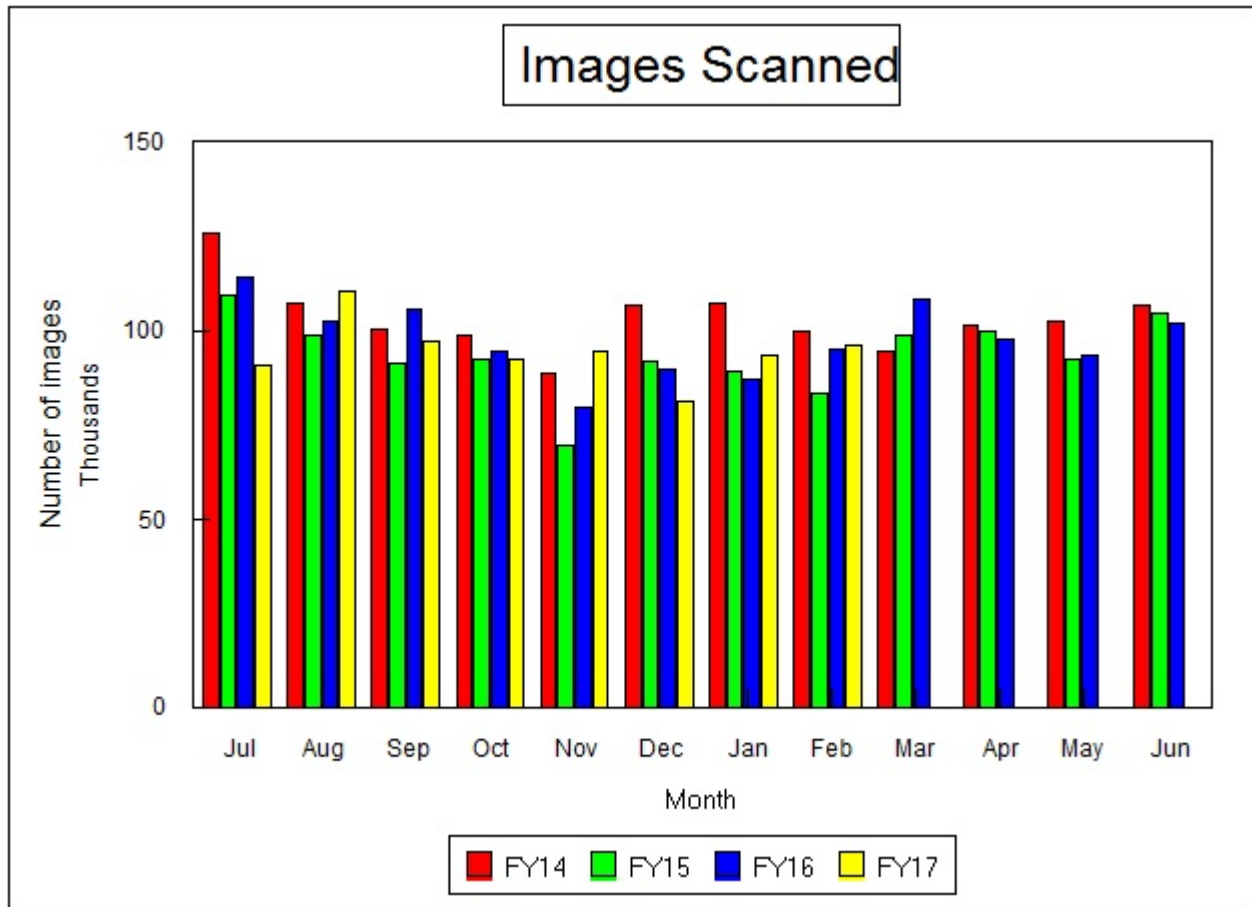


# Lancaster County Records & Information Management

Monthly Report

February 2017

## STATISTICS

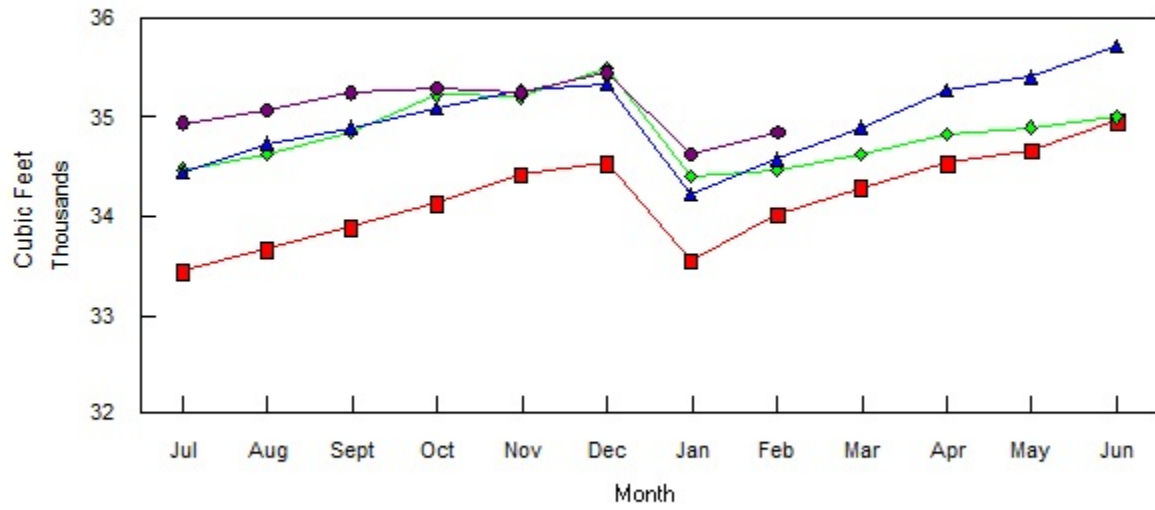


Departments for which we provided scanning services this month are:

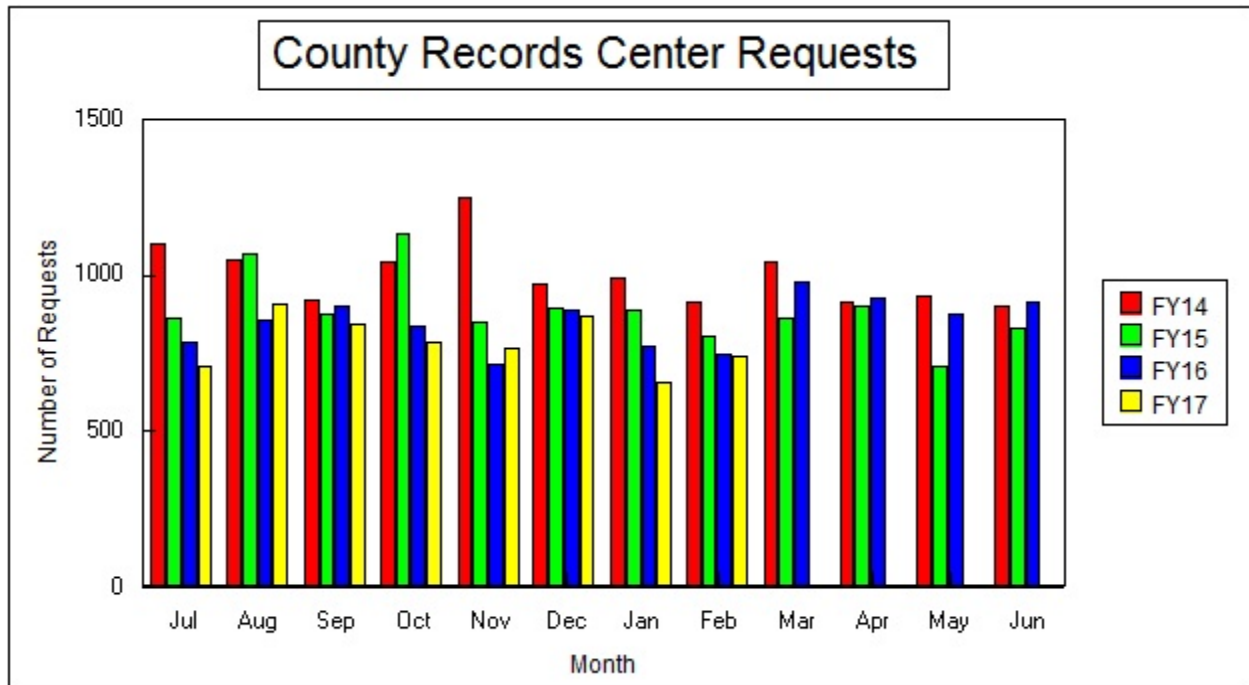
Assessor  
Building & Safety  
City Clerk  
County Court  
District Court  
Fire & Rescue Department  
Human Resources

Parks & Rec.  
Public Defender  
Public Works & Utilities  
Records & Information Management  
Register of Deeds  
Treasurer

# Records Center Holdings



■ FY14    ◆ FY15    ▲ FY16    ● FY17

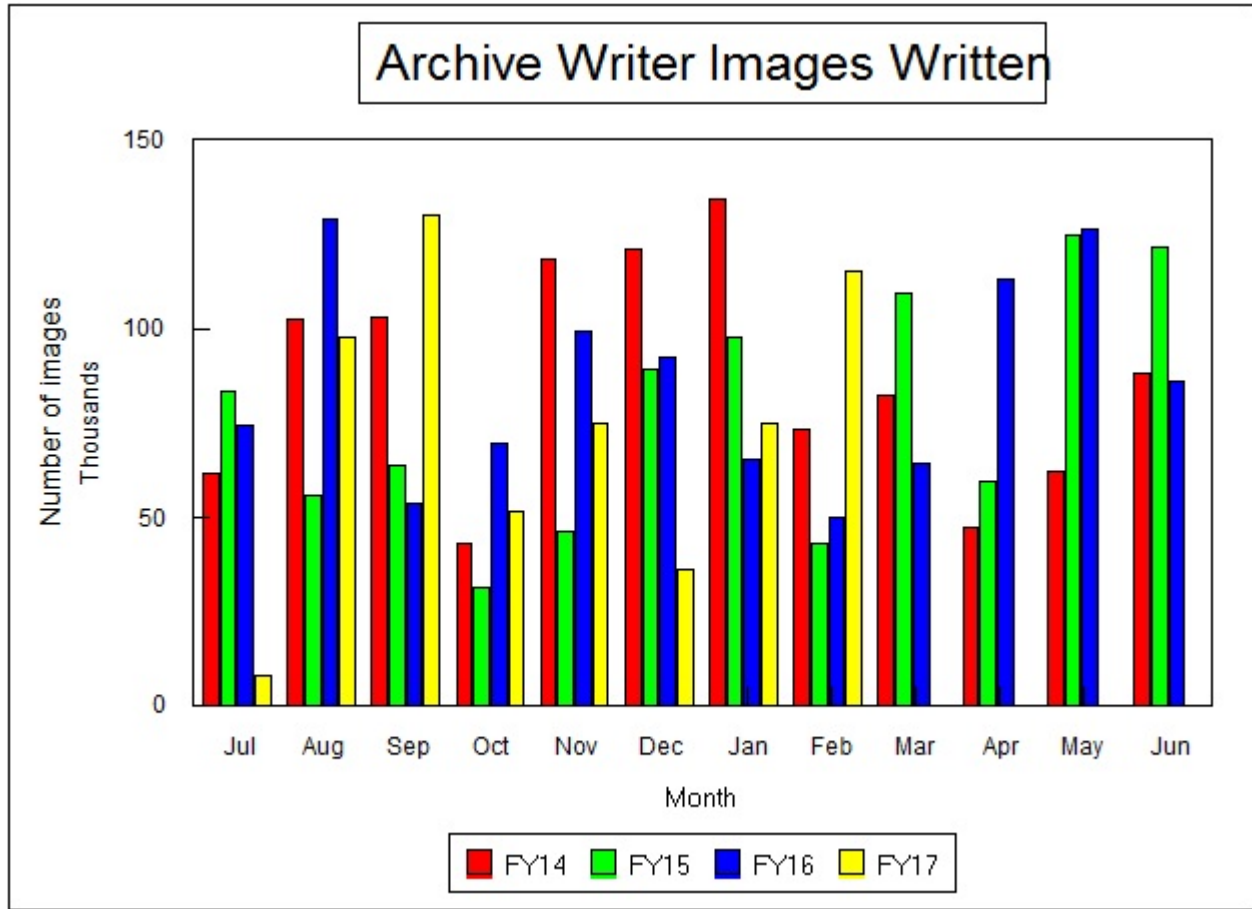


Records Center Activity February 2017				
Month	Cubic Feet Transferred In	Cubic Feet Removed	Balance	Reference Requests
February	243	24	34,839.5	741

The above figures include records stored for:

- |                          |                           |   |
|--------------------------|---------------------------|---|
| Adult Probation          | Fire & Rescue             | Property Management                     |
| Aging                    | Health Department         | Public Defender                         |
| Assessor                 | Human Services            | Public Works & Utilities                |
| Attorney                 | Juvenile Court            | Railroad Transportation Safety District |
| Building & Safety        | Juvenile Court Reporters  | Records & Information Management        |
| City Clerk               | Juvenile Detention Center | Register of Deeds                       |
| City Council             | Juvenile Probation        | Safety & Training Office                |
| City Treasurer           | Jury Commissioner         | Sheriff                                 |
| Corrections              | Human Resources           | Superintendent of Schools               |
| County Clerk             | Lincoln Electric System   | Treasurer                               |
| County Court             | Lincoln Police Department | Urban Development                       |
| District Court           | Manor                     | Veterans Service                        |
| District Court Reporters | Mayor's Office            |   |
| Employee Advisory Team   | Parks & Recreation        |   |
| Engineer                 | Planning Department       |   |
| Finance                  |                           |   |

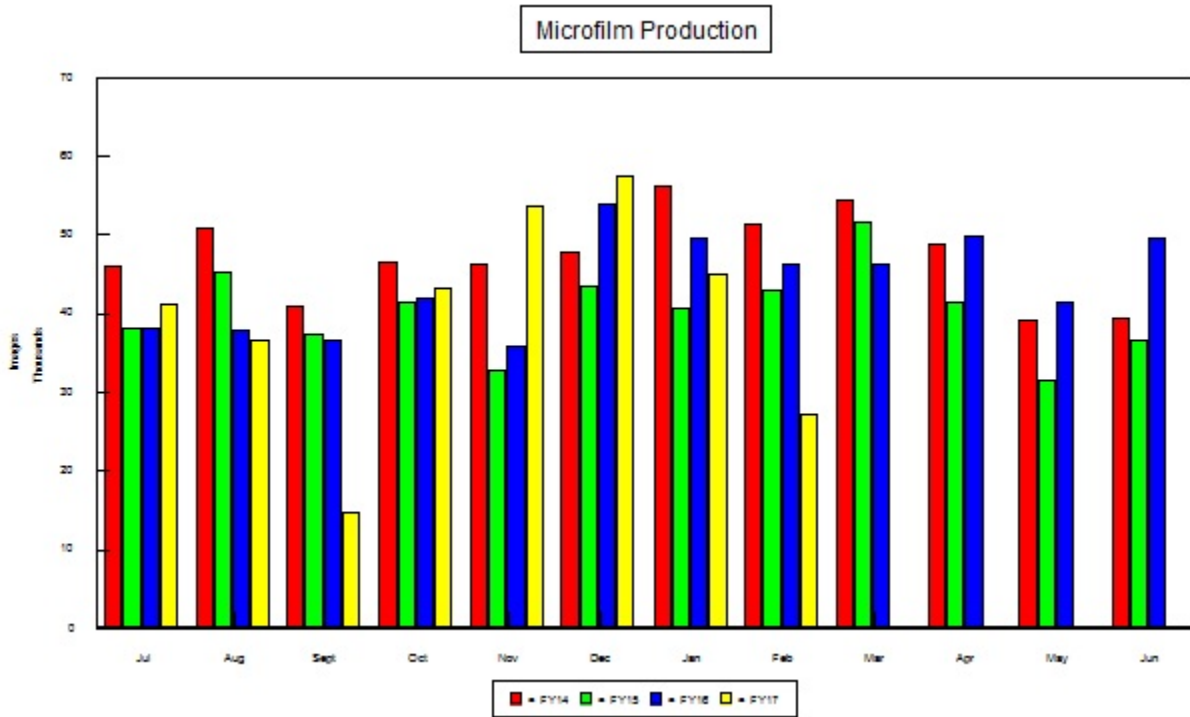
Archive writer images are scanned electronic images written to microfilm for permanent retention.



Departments for which we provided archive writer services this month are:

- City Clerk
- District Court
- Register of Deeds
- Sarpy County

Microfilm production is microfilming paper documents.



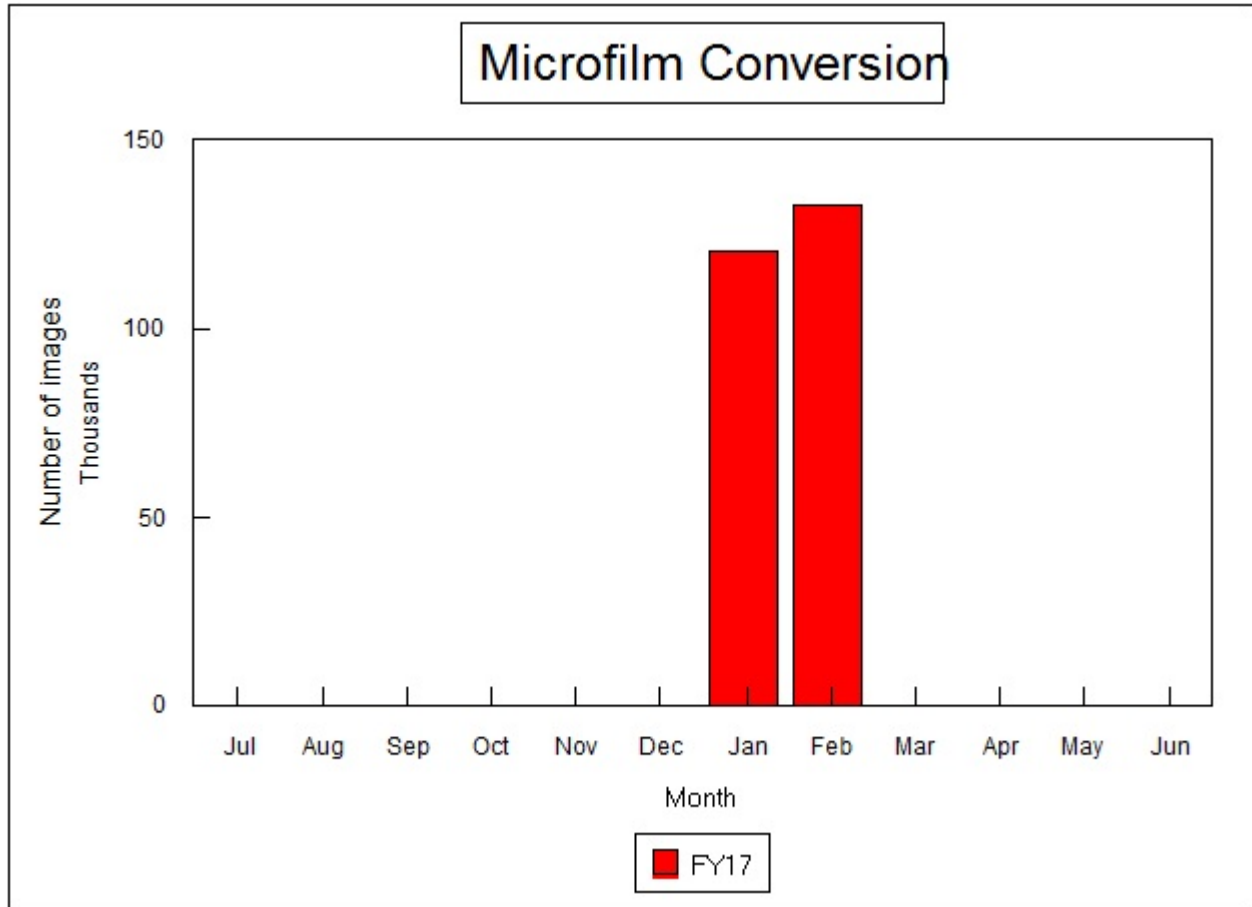
Departments for which we provided microfilming services this month are:

City Clerk  
Corrections  
Human Resources

LPD  
Public Defender

We also provide film duplicating service for:  
State Records Management Division

Microfilm conversion is creating electronic images from old microfilm.



We provided microfilm conversion services this month for County Court