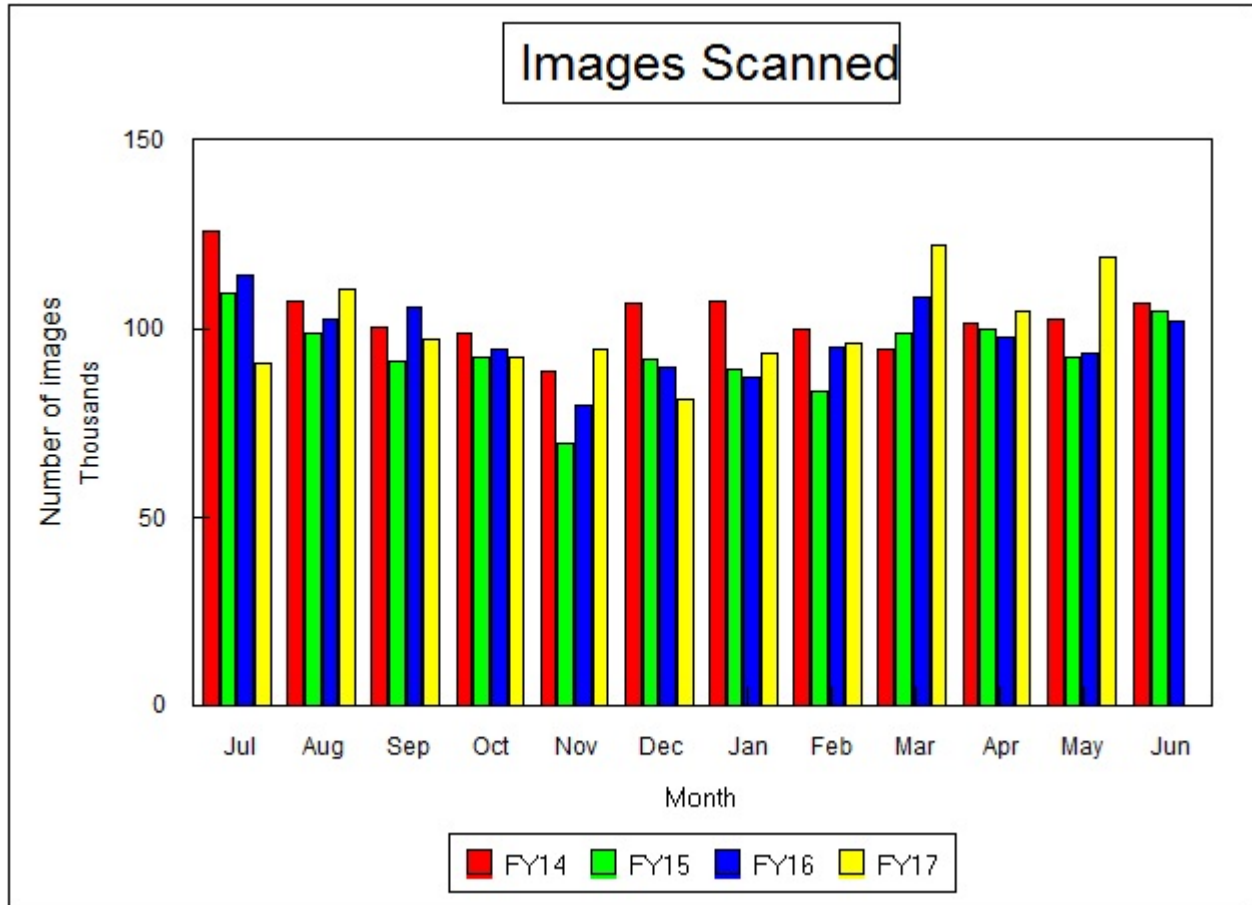


# Lancaster County Records & Information Management

Monthly Report

May 2017

## STATISTICS

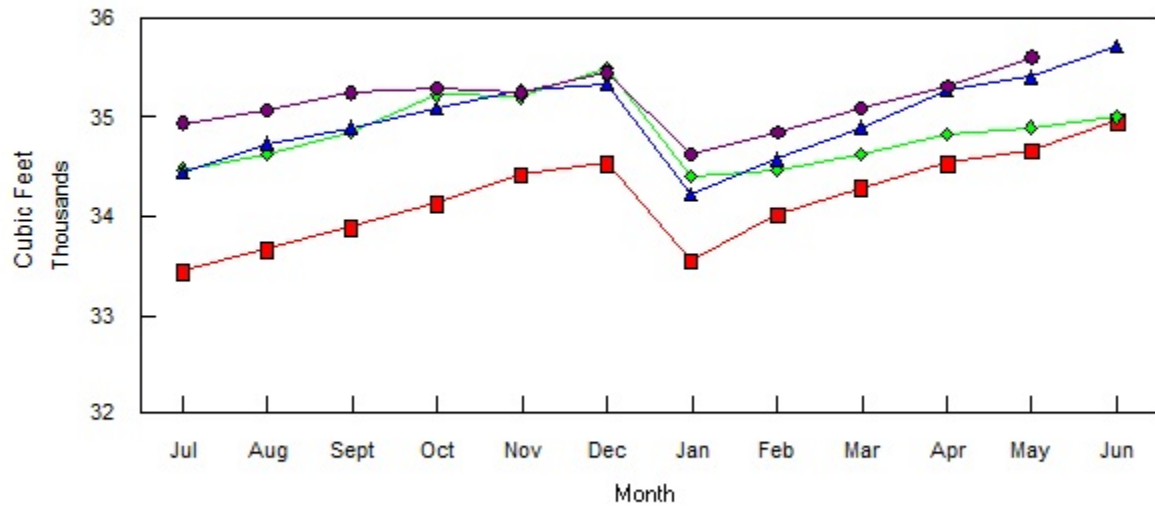


Departments for which we provided scanning services this month are:

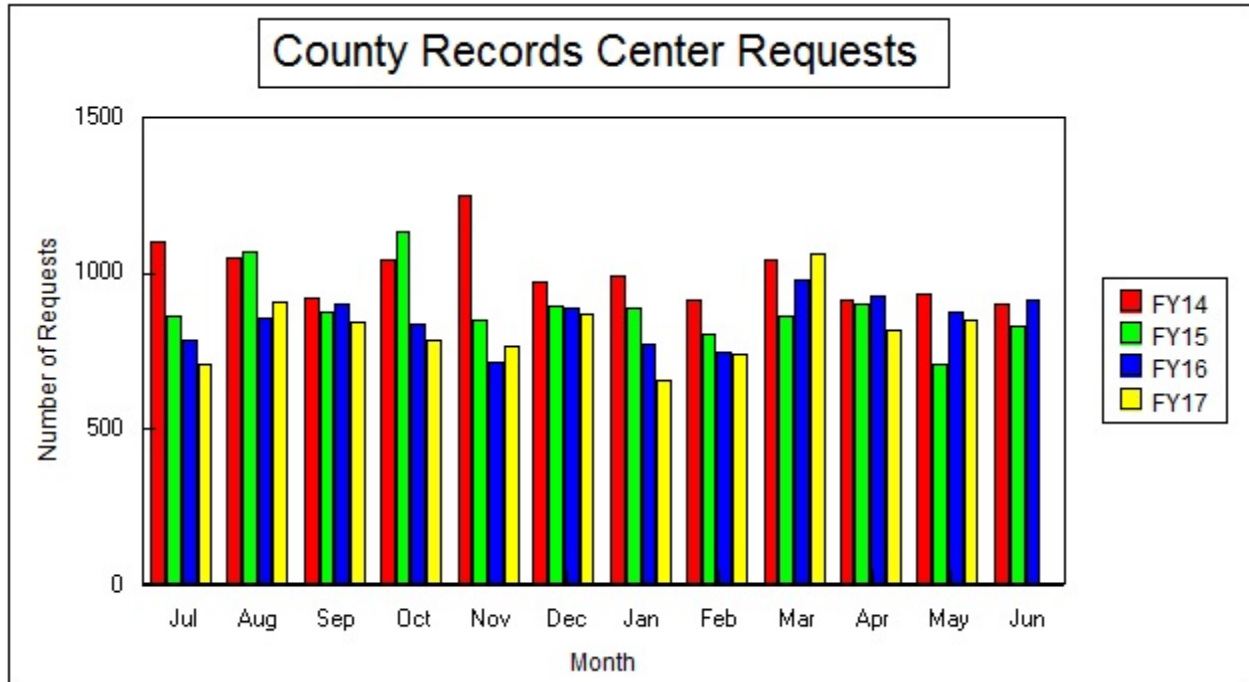
Assessor  
Building & Safety  
City Attorney  
City Clerk  
County Court  
District Court  
Fire & Rescue Department  
Human Resources

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

# Records Center Holdings



■ FY14    ◆ FY15    ▲ FY16    ● FY17

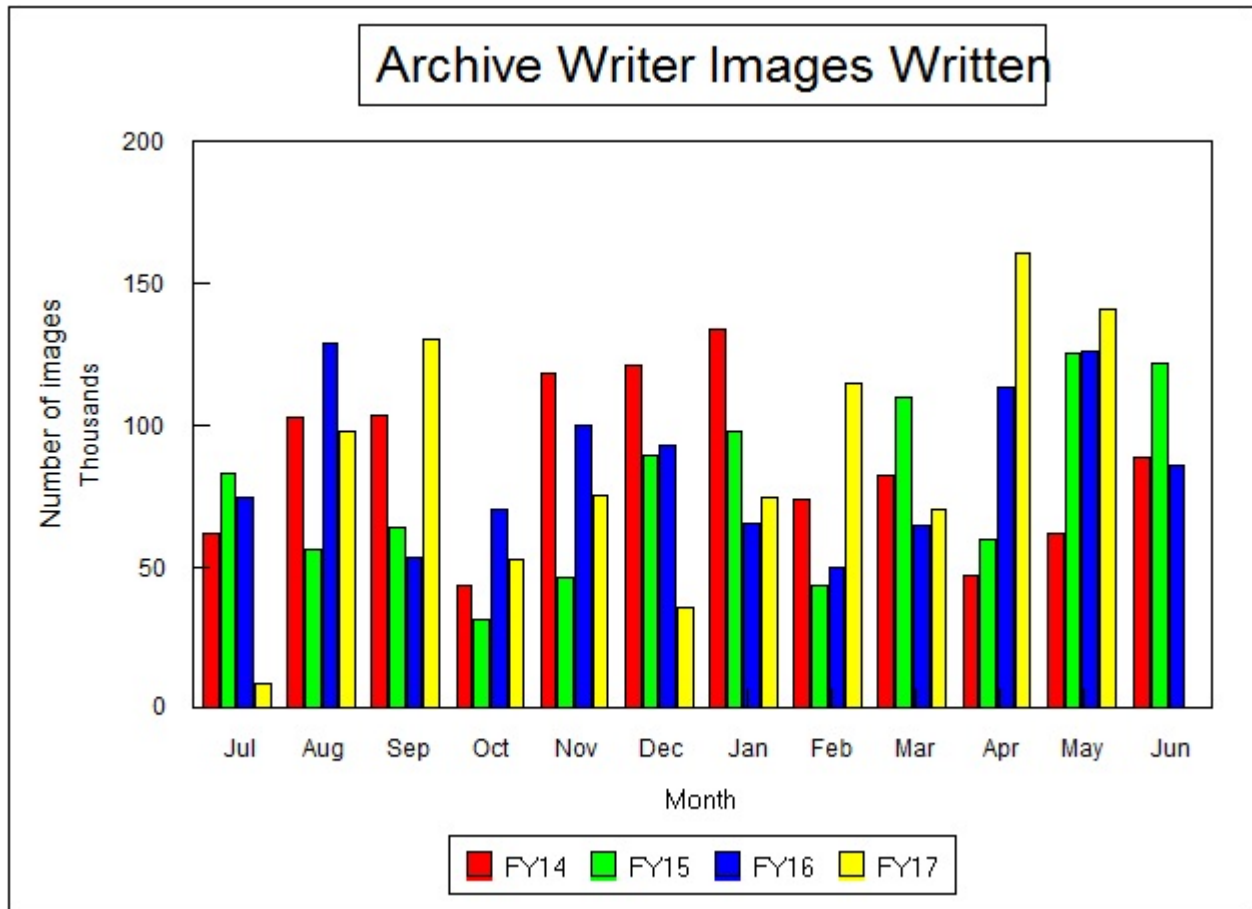


Records Center Activity May 2017				
Month	Cubic Feet Transferred In	Cubic Feet Removed	Balance	Reference Requests
May	289	0	35,613.5	852

The above figures include records stored for:

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

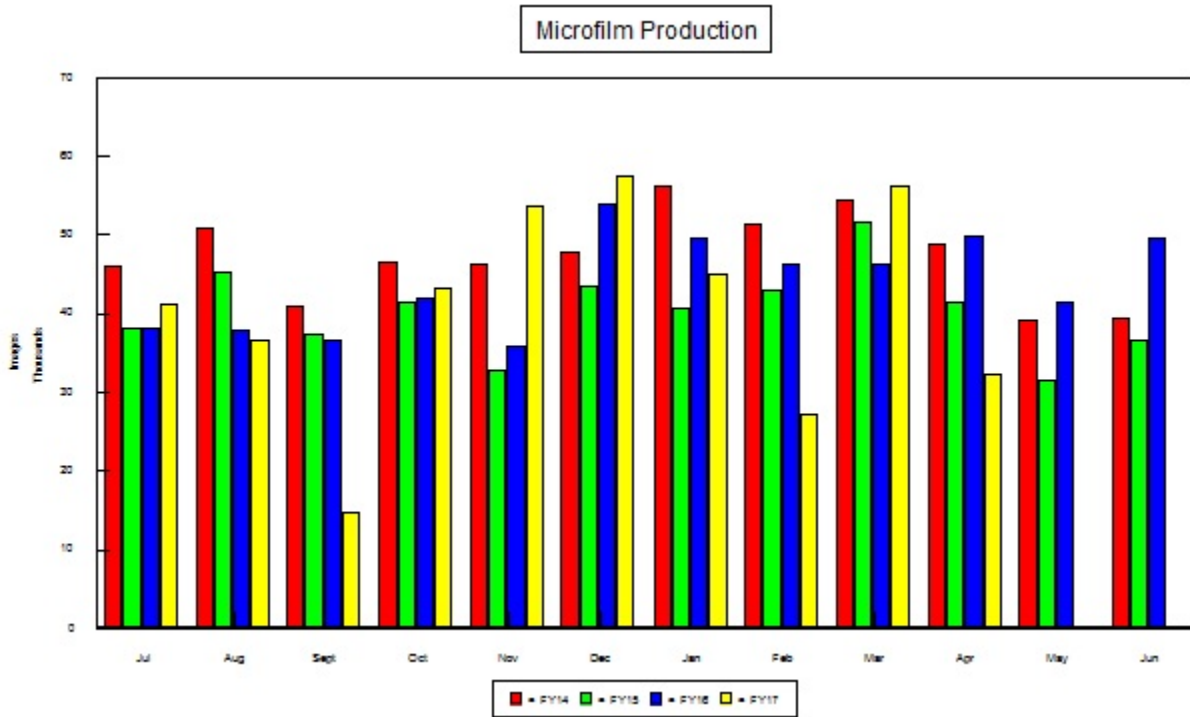
Archive writer images are scanned electronic images written to microfilm for permanent retention.



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

- District Court
- Sarpy County
- State Records Management Division

Microfilm production is microfilming paper documents.



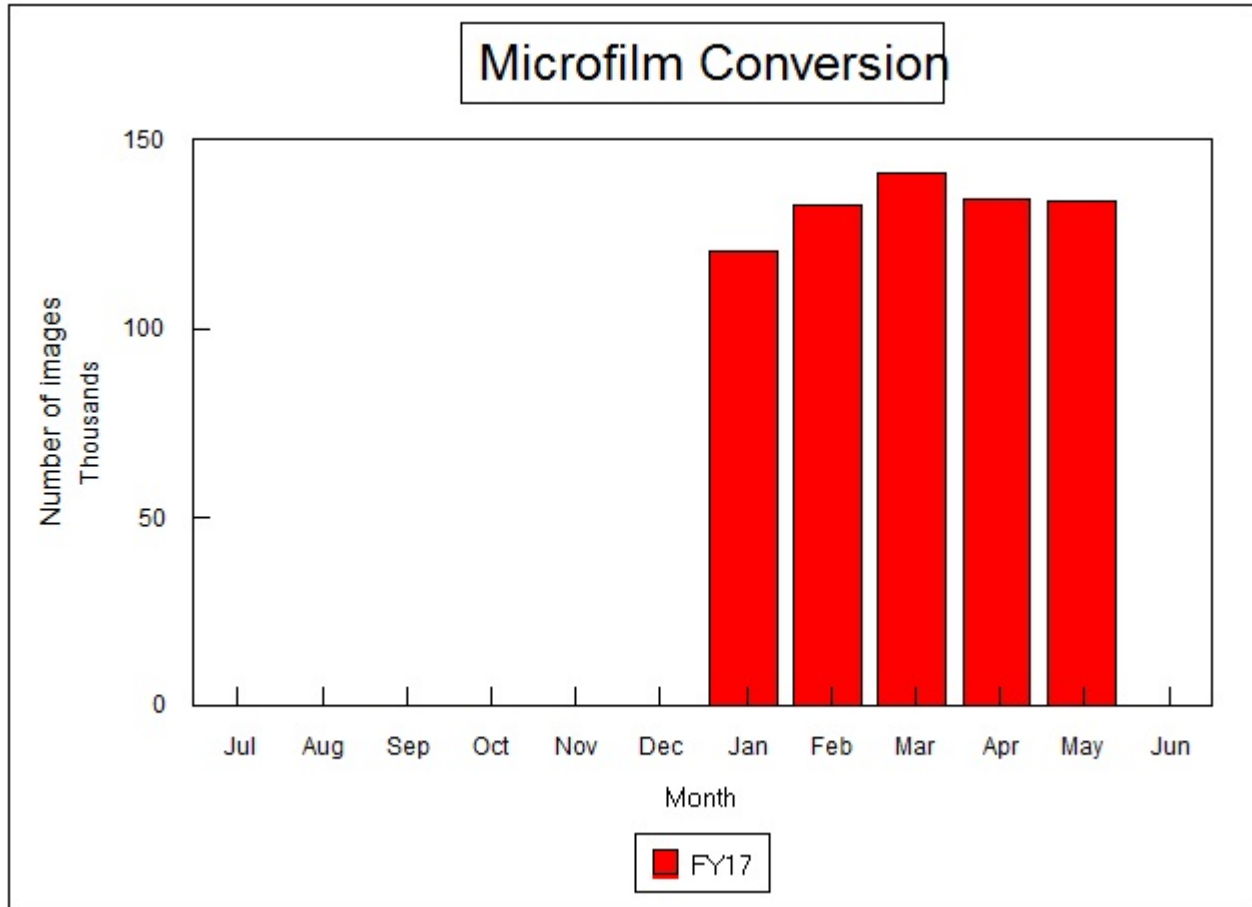
Departments for which we provided microfilming services this month are:

City Clerk  
Corrections  
County Court

Health

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