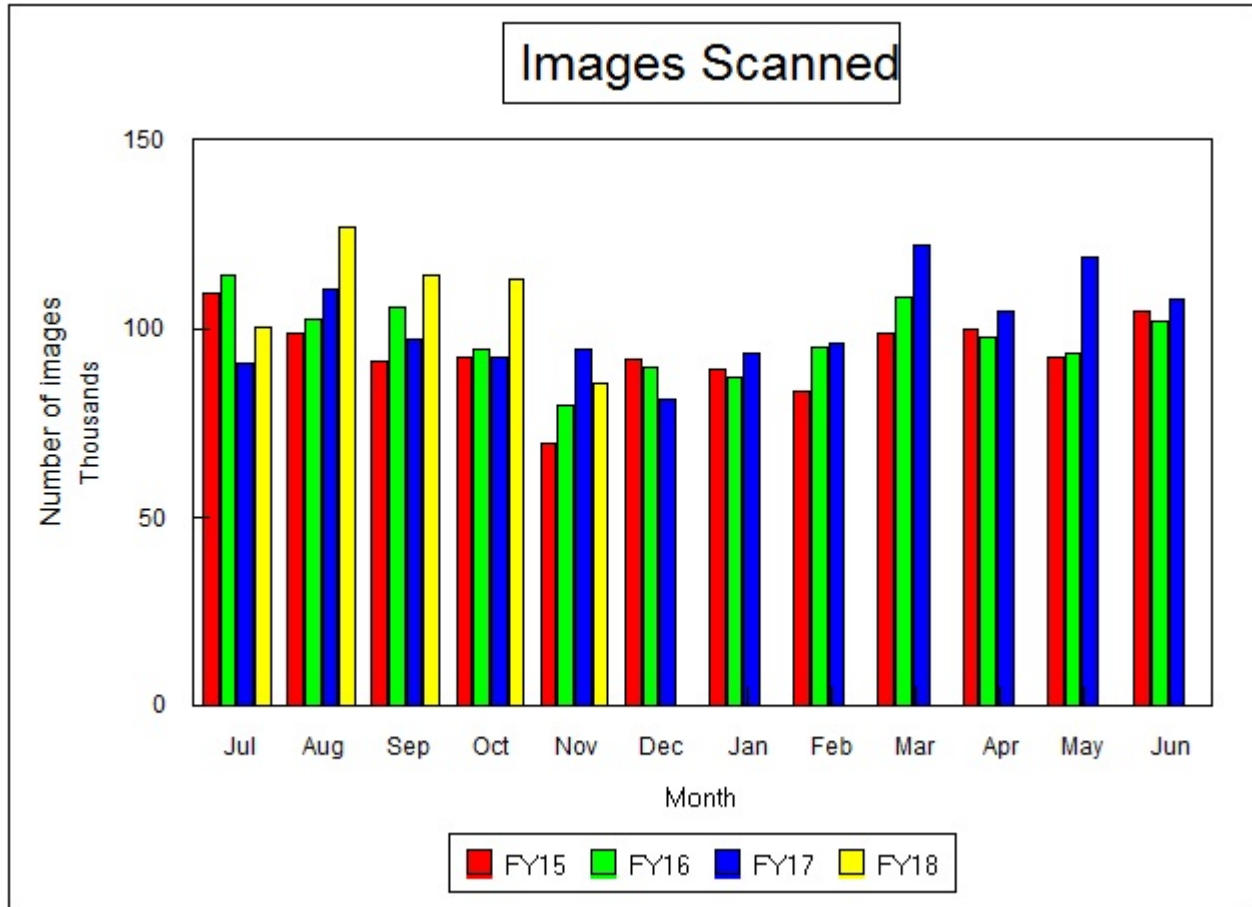


Lancaster County Records & Information Management
 Monthly Report
 November 2017

STATISTICS

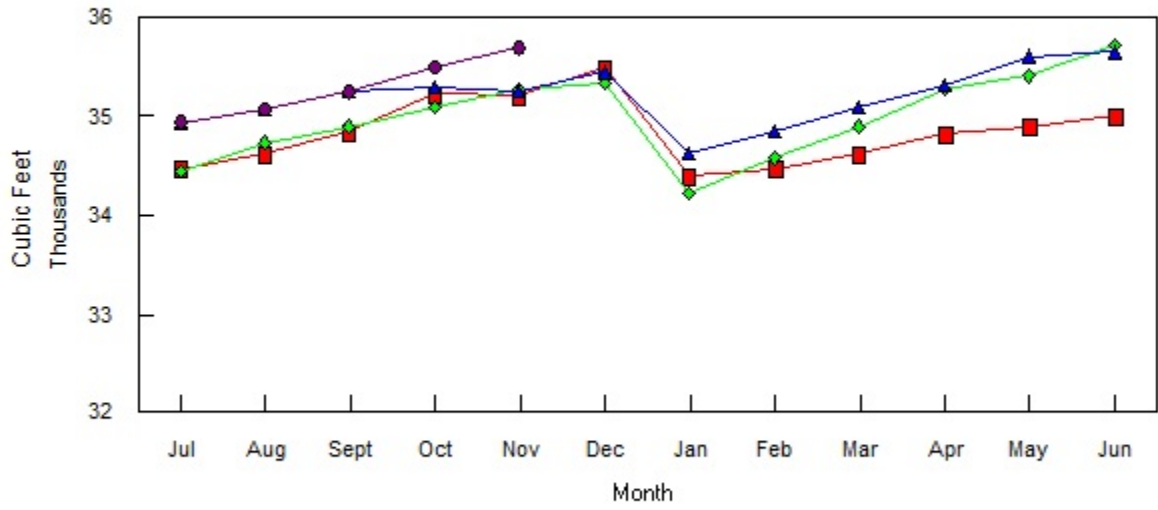


Departments for which we provided scanning services this month are:

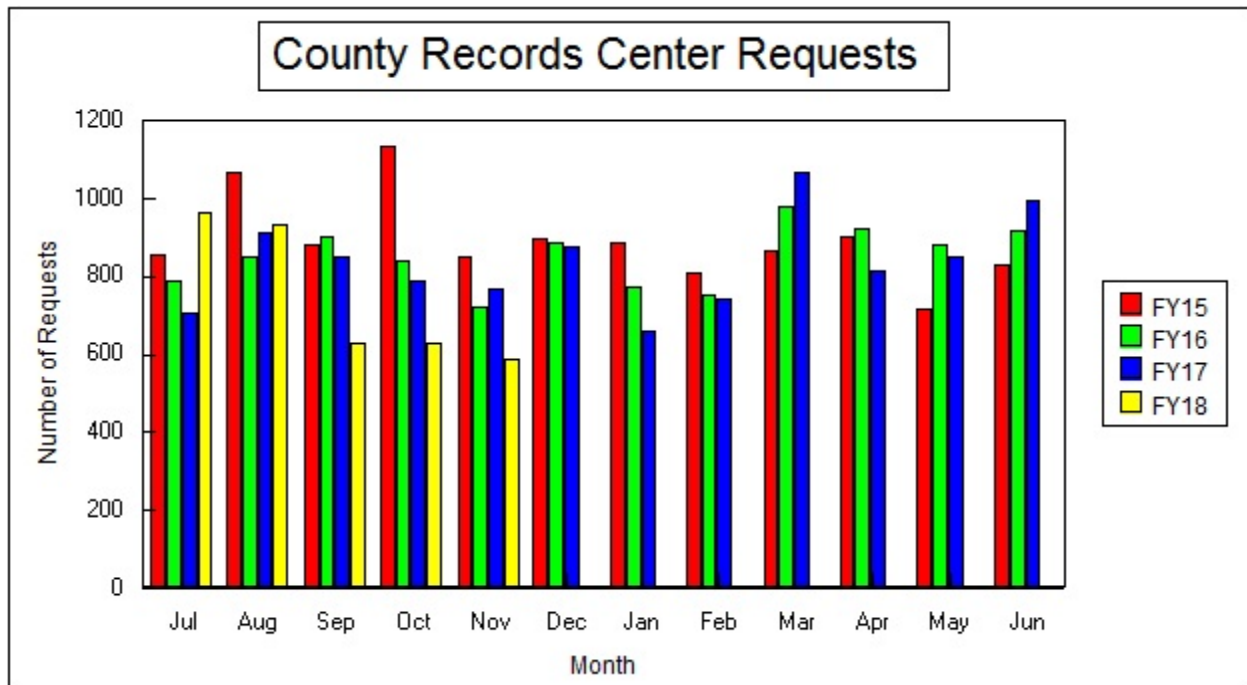
Assessor
 Building & Safety
 City Clerk
 County Court
 District Court
 Fire & Rescue Department
 Human Resources

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

Records Center Holdings



■ FY15 ◆ FY16 ▲ FY17 ● FY18

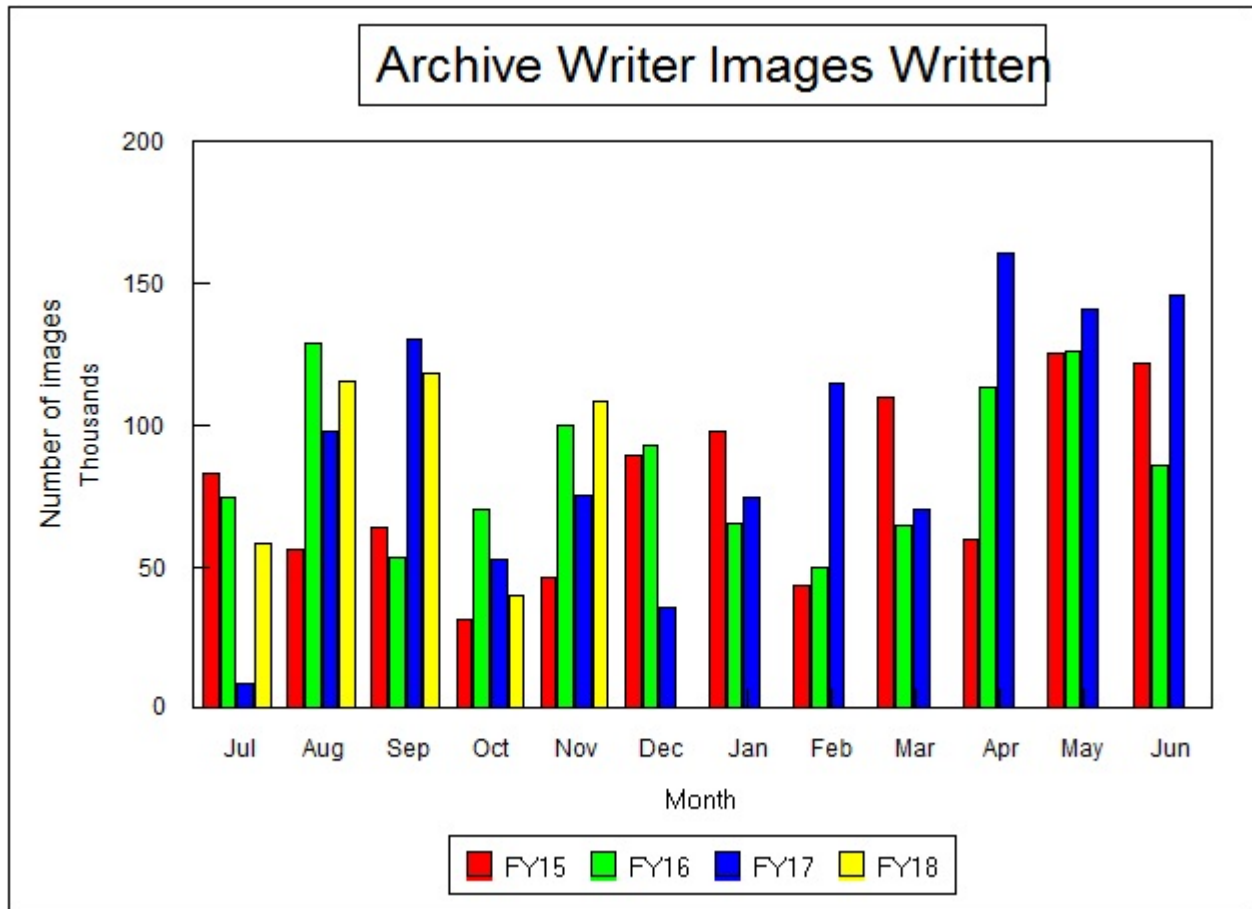


Records Center Activity November 2017				
Month	Cubic Feet Transferred In	Cubic Feet Removed	Balance	Reference Requests
November	284	33	35,503.5	625

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 District |
| Building & Safety | Juvenile Court | Records & Information Management |
| City Clerk | Juvenile Court Reporters | Register of Deeds |
| City Council | Juvenile Detention Center | Safety & Training Office |
| City Treasurer | Juvenile Probation | Sheriff |
| Community Corrections | Jury Commissioner | Superintendent of Schools |
| Corrections | Human Resources | Treasurer |
| County Clerk | Lincoln Electric System | Urban Development |
| County Court | Lincoln Police Department | Veterans Service |
| District Court | Manor | |
| District Court Reporters | Mayor's Office | |
| Employee Advisory Team | Parks & Recreation | |
| Engineer | Planning Department | |

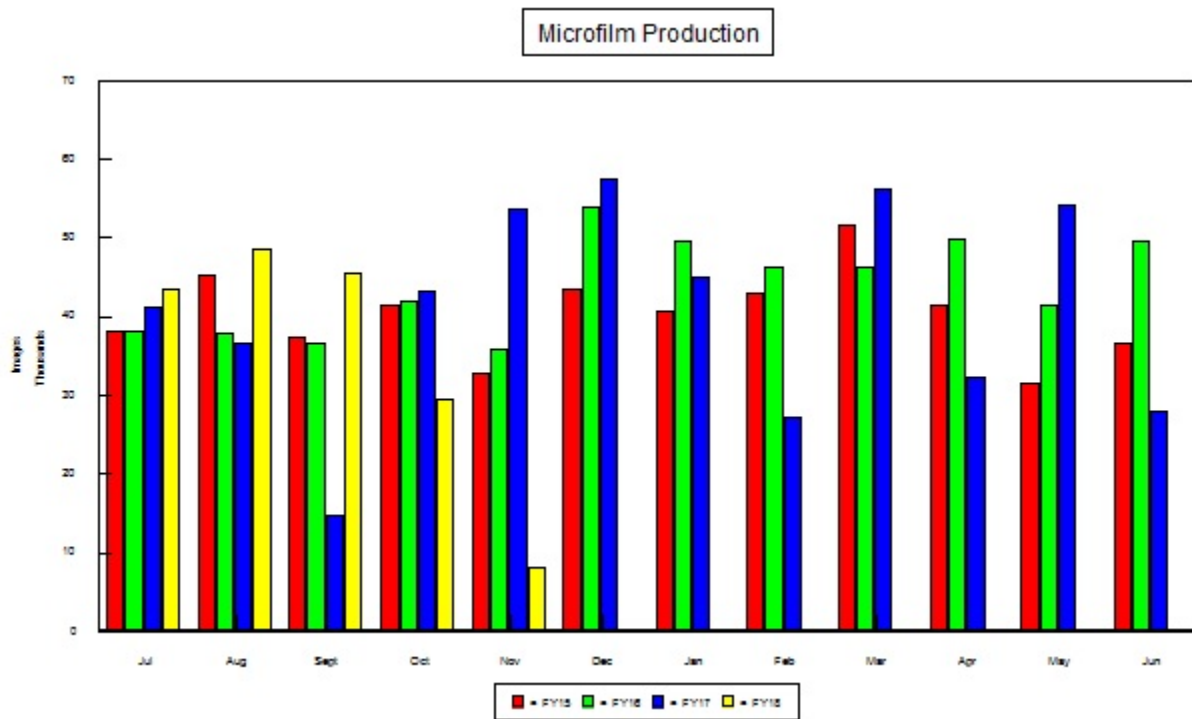
Archive writer images are scanned electronic images written to microfilm for permanent retention.



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

- City Finance
- District Court
- Sarpy County

Microfilm production is microfilming paper documents.

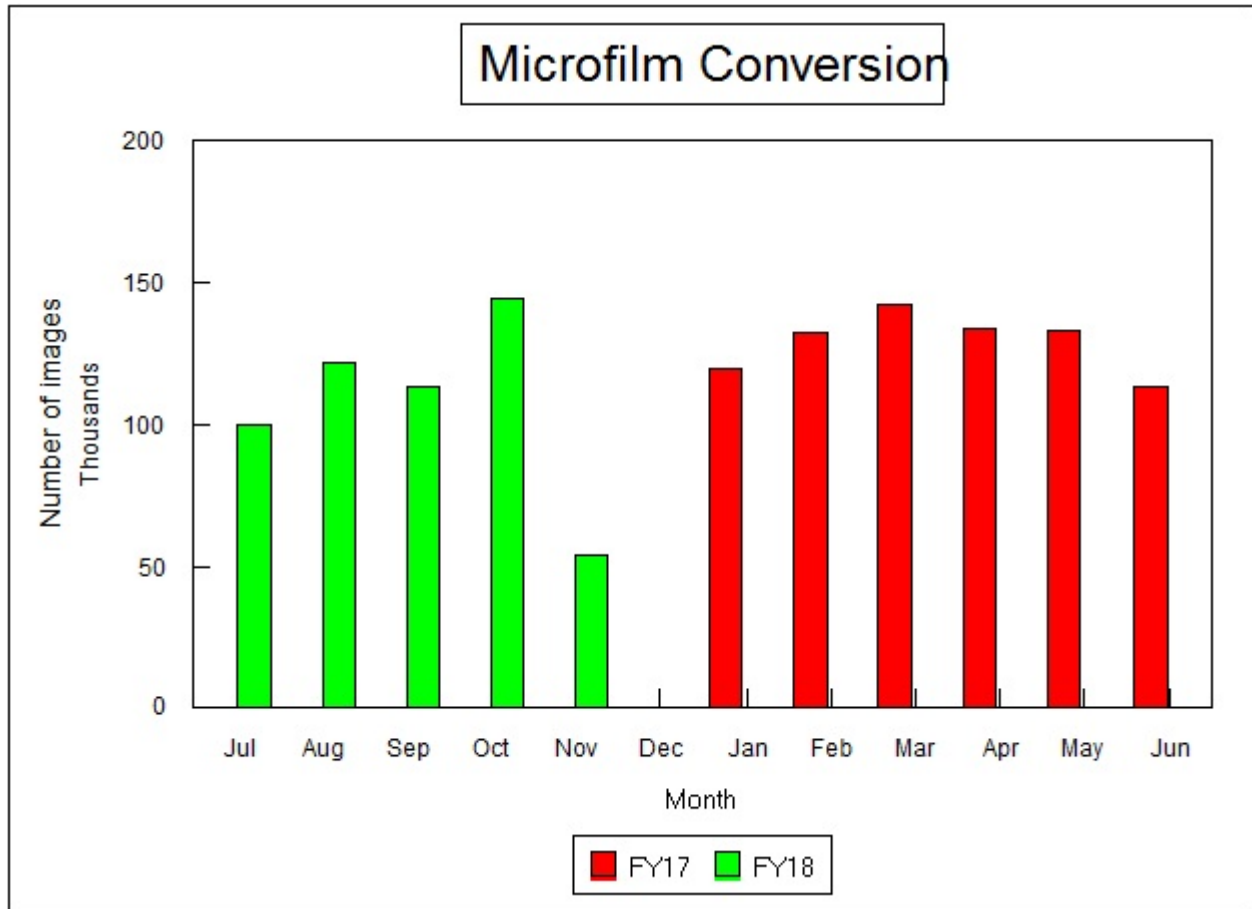


Departments for which we provided microfilming services this month are:

- Corrections
- Human Resources
- Public Defender

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

Microfilm conversion is creating electronic images from existing microfilm.



We provided microfilm conversion services this month for County Court.