

FRANKLIN COUNTY MICROFILMING CENTER



2006 ANNUAL REPORT

Prepared for: Franklin County Microfilming Board
Franklin County Board of Commissioners

Prepared by: Honorable Robert G. Montgomery, Administrator
Franklin County Recorder
Marvin Farley, Director
Franklin County Microfilming Center

Submitted: April 2, 2007

Introduction:

The Microfilming Center 2006 Operations Report is submitted in accordance with Ohio Revised Code Section 307.805. It contains information regarding Microfilming Center operations and the microfilm production of various County offices. Also included in this report is a summary of Microfilming Center appropriations, expenditures and revenues. General Fund agencies are not charged for services or supplies. Center revenue is generated through charges to non-General Fund agencies and microfilm copy sales by various agencies.

Microfilming Center production data are classified as images produced from electronic or paper documents. Electronic images are produced from text data files or scanned documents received from various sources via the County network or from compact discs. Images are downloaded to microfilm using COM (computer output microfilm) devices in the Microfilming Center. Paper images are documents scanned by Microfilming Center staff and converted to microfilm, digital images or both. Digital images are returned to originating agencies and placed online. Satellite agency production data are paper documents filmed by various agencies and sent to the Microfilming Center for processing and duplication. Production duplicates are itemized with their respective records. Duplicates of existing microfilm are classified as Duplicates Only.

Accomplishments:

- More than 14.5 million images were created by the Microfilming Center and satellite agencies. Modest increases in electronic and satellite agency production were offset by a decrease in paper images produced in the Microfilming Center. Staffing levels and a large duplication project undertaken and completed by Microfilming Center staff for Probate Court were factors contributing to the reduction.
- The Probate Court Judge determined that the Court's long-term efforts to duplicate a backlog of original microfiche jackets were not yielding acceptable results. The Court requested and received a vendor's quote for nearly \$19,000 to complete the project. Subsequently, the Court contacted the Microfilming Center. We agreed it would be in the County's best interests to duplicate the records here. With no backup system available, transporting files off-site raised concerns for data integrity. Additionally, the files needed to be available for public access. The vendor's quote underestimated volume by 33 percent. As a result, more than \$26,000 was saved by completing the project in-house. Further, the project benefited the Microfilming Center. The microfiche were being duplicated piecemeal, increasing labor and delivery costs associated with the archival storage process. Overall, this was a positive outcome at the cost of time that otherwise would have been spent scanning paper documents.
- The Clerk of Court purchased document scanners at the end of 2006, replacing five microfiche cameras. The cameras were the last ones in daily production and were 13 to 16 years old. A long-term effort has been underway to keep these cameras operational for as long as necessary. Maintenance has been difficult and expensive at times and would not have been possible without our in-house technician. Some of the cameras have not had available outside service for some time. Microfiche cameras served the County well for many years. We plan to keep some in storage in case they are needed. However, they are likely to slip quietly into history, having been made obsolete by scanning technology.

Goals:

- Occasionally, we are asked if we can create digital images from archived microfilm. Until recently, inquiries have been rare, making it necessary to suggest outside sources. However, as more agencies employ imaging systems and express a desire to back-file their records, it is time to consider purchasing equipment needed to provide this service. Larger driving forces may be the Social Security Number redaction issue that is coming into play and recently enacted Amended Substitute House Bill 141 which expands exemptions from public records laws. Some agencies may not be willing or permitted to make records available on-line or in other formats until private information is removed. The only feasible way to achieve this with older microfilm records is to scan the film to create a digital image that can be redacted. We understand Probate Court included an initiative in its 2007 Budget Request to get the ball rolling on this, but did not request funding. They were unsure how to proceed. We planned to submit a request to purchase scanning equipment in our 2008 Budget Request. However, we were recently told the Clerk of Court wants to start back-filing their microfilmed images now. The Clerk would rather not wait until 2008 and is looking into leasing equipment. We may be able to move this planned purchase forward and save leasing costs. The Microfilming Center is the logical location for microfilm scanning equipment. It can be utilized long-term for several agencies in conjunction with our archival storage responsibilities. We believe the quantity of back-filing and the time involved should make this a worthwhile investment for Franklin County. We will submit a proposal dealing with this subject in more detail soon.
- A less pressing goal is the ability to index documents we scan. This is another area where we have received requests for a service we cannot currently provide. We scan mainly to get documents on microfilm. The ability to index images will allow us to provide full scanning services that are being outsourced now. The Microfilming Center is in a unique position to take on these projects. Scanning equipment and experienced staff are already in place. It should be relatively inexpensive to add necessary staff and computer equipment to make the Microfilming Center a full-service provider for Franklin County agencies. With the ability to scan microfilm as discussed above and to index documents, we can expand the services we provide and move images to and from any format.
- The Clerk of Court started scanning Court documents at the end of the year, increasing microfiche production on our COM recorder approximately 68 percent. It is a large undertaking that has required considerable coordination between Microfilming Center and Clerk of Court's staff. We have worked through numerous issues and continue to refine procedures as circumstances arise. Both agencies have worked well together and we look forward to an ongoing smooth operation. Quarterly and Annual Reports for 2007 and forward will be affected by this transformation. Data that were included in the Satellite Agencies Report will be reflected in the Microfilming Center's electronic image production. The only data expected to remain in the satellite report will be from a little-used microfilm camera in Probate Court. There will be no Satellite Agencies Report if it is idle.
- We began an initiative in 2005 to replace 22 Minolta microfilm reader printers. This equipment is out of production and service is not guaranteed after 2007. Eight of the oldest and most used units were replaced during the first of a three-phase plan to replace them all by 2007. Eight more reader printers were slated for replacement in 2006. However, some agencies were reluctant to request funding, because of an eight-percent budget reduction requirement. Only two were replaced in 2006. As a result, the remaining 12 units are the

newest and least used. After further discussions with company representatives regarding more realistic service time scenarios, we decided we could extend the replacement schedule to get more service from less used printers. We will recommend the Clerk of Court's funding request to replace five in 2008. Seven units with low copy counts in low production areas will remain to be replaced later. This action should allow us to continue monitoring the service longevity annually and may provide an opportunity to replace fewer units. The use of microfilm reader printers should diminish as more records are stored and retrieved electronically. If so, we may be able to maneuver newer units and negate the need to replace reader printers that have minimal usage.

Conclusions:

Record retention methods have evolved dramatically since the Franklin County Commissioners established the Microfilming Board in 1985. More than 237 million images have been created by the Microfilming Center and participating agencies, representing roughly 120,000 cubic feet of paper. For government and other industries with long-term retention and reduced retrieval requirements, microfilm remains the least expensive and best medium for archiving records. As more documents are e-filed or processed and returned, the significance of microfilm increases. Few records are kept long-term in paper form, leaving microfilm as the only format that can be deciphered without the aid of sophisticated electronics. Though no one wants to contemplate using the candle and magnifier system depicted on the front cover of this report, it can be comforting to know it is possible in a future with many unknowns. On the other hand, electronic records are tremendous assets when manipulation, frequent retrieval and various methods of disbursement are desired. The Microfilming Center provides a bridge between these formats that can be enhanced by expanding our services.

We want to thank the Microfilming Board and the Board of Commissioners for your continuing support. We believe achieving our goals is important for the betterment of Franklin County records keeping.

Respectfully Submitted,

RECORDER ROBERT G. MONTGOMERY, ADMINISTRATOR

By: Deputy Recorder Marvin Farley
Director

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2006 Franklin County Microfilming Board

Officers and Members

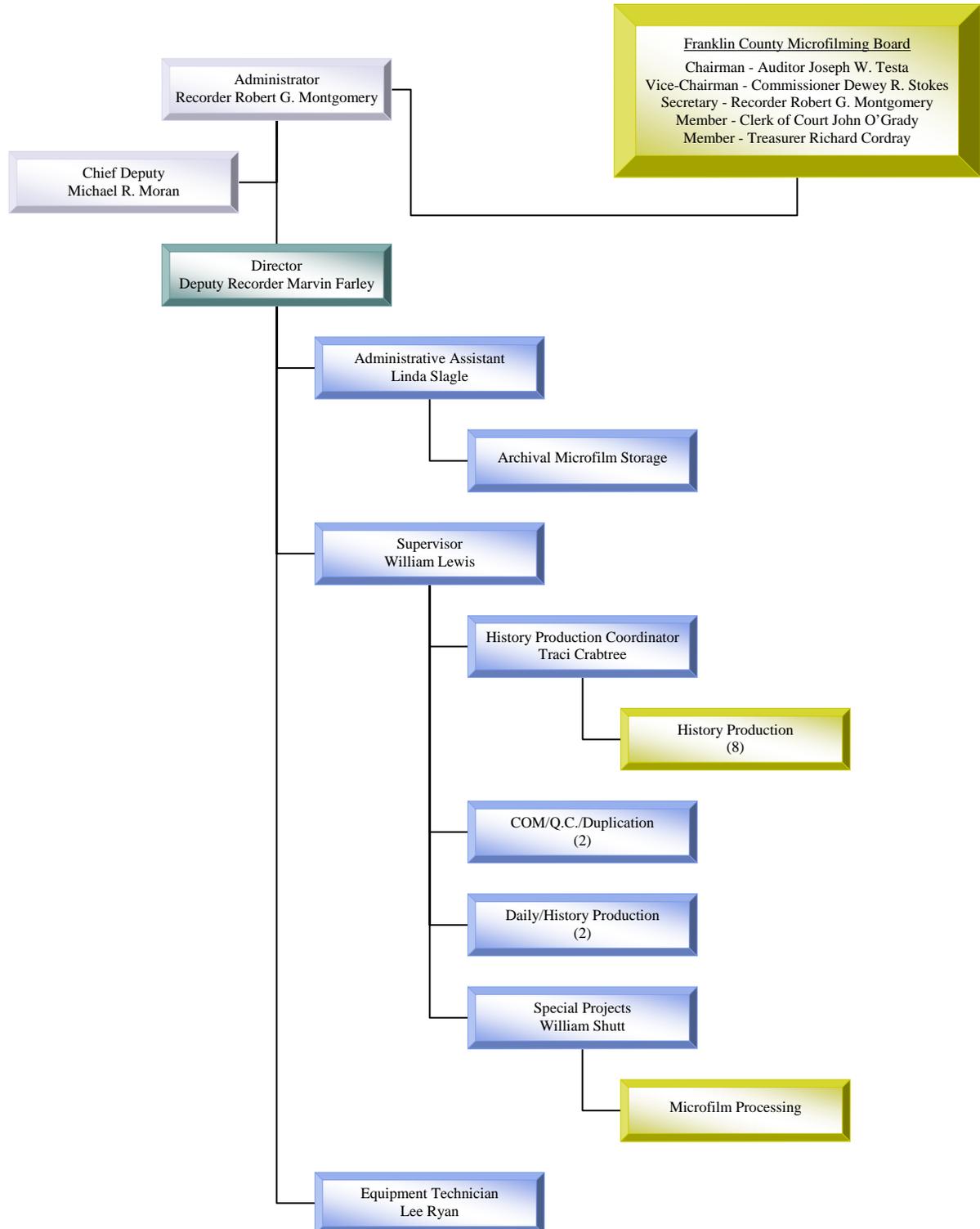
Chairman the Honorable **Joseph W. Testa**, Franklin County Auditor
Vice-Chairman the Honorable **Dewey R. Stokes**, Franklin County Commissioner
Secretary the Honorable **Robert G. Montgomery**, Franklin County Recorder
Member the Honorable **John O’Grady**, Franklin County Clerk of Court
Member the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

Representatives

For Auditor Joseph W. Testa..... Deputy Auditor Anthony Frissora
..... Deputy Auditor Gary Woodward
For Commissioner Dewey R. Stokes..... Budget Analyst William Ubbing
..... Administrative Assistant Joni McClellan
For Recorder Robert G. Montgomery..... Chief Deputy Michael R. Moran
..... Deputy Recorder Curtis Johnson
..... Deputy Recorder Brian Evans
For Clerk John O’Grady Chief Deputy David Migliore
..... Deputy Clerk Edwin Kirby
For Treasurer Richard Cordray Deputy Treasurer Deidre Thompson
..... Deputy Treasurer Chris Finley
..... Deputy Treasurer Sue Hamilton

Franklin County Microfilming Center

Organizational Chart



Microfilming Center Production Report

Data Center/Agency Servers	Masters	Duplicates	Images
Microfiche			
Auditor			
Abstract Exempt Report-DTE Form 94	1	1	45
Abstract Report-DTE Form 93	1	1	137
Abstract VCH Entries	638	638	132,598
Account Trial Balance	36	36	7,307
Accumulated Delinquent Duplicate-PPDQ	5	10	62
Adders/Remitters-PPDQ	10	20	485
Agricultural Detail Report	4	4	675
Agricultural DTE Form 114	1	1	9
All VCH Entries	640	640	133,092
Correction Certificates-PPTX	2	4	60
County Value Reports	1	1	135
Current Overpay-PPTX	1	2	29
Delinquent Duplicate-PPDQ	14	28	2,809
Delinquent Land Certificates List	1	1	178
Delinquent Land List Master	11	11	2,281
Delinquent Tax List-PPHT	12	12	2,206
Dog Kennel Records-Owner Address	1	3	21
Dog Kennel Records-Owner Name	1	3	21
Dog Kennel Tag Records	1	3	38
Dog Name Sequence	25	75	5,096
Dog Street Sequence	25	75	5,096
Dog Tag Sequence	25	75	5,096
DTE 15 Detail	1	1	24
DTE 15 Error	1	1	12
Homestead Application Report	7	7	1,378
Inter County Duplicate-PPTX	23	46	4,517
Ownership Index	76	304	15,461
Parcel Land Report	86	86	17,711
Payments-PPDQ	2	4	253
Payroll Accruals	108	108	18,219
Payroll Proofs	225	225	44,294
Personal Property Tax-PPTX	2	4	191
Settlement Abstract-PPTX	2	4	19
Summary of Charges 1	7	42	945
Summary of Charges 2	7	42	945
Summary of Charges 3	7	42	945
Summary of Charges All	7	42	945
Tax Abstract	1	2	132
Unpaid Duplicate-PPTX	1	2	201
Vendor Invoice List	28	28	5,644
	2,047	2,634	409,312

Microfilming Center Production Report

Data Center/Agency Servers	Masters	Duplicates	Images
Microfiche (continued)			
Clerk of Court			
Appeals Index	392	0	74,251
Civil Index	1,487	16,357	304,118
Criminal Case Dispositions Alpha	12	12	2,394
Criminal Case Dispositions Numeric	12	12	2,386
Criminal Index	801	4,005	162,158
Domestic Index	1,308	5,232	267,347
Juvenile Index	3,635	3,635	750,880
Civil Daily (CV-1)	18	90	3,600
Criminal Daily (CR-1)	10	80	2,000
	7,675	29,423	1,569,134
Data Center			
MVS Production System Log	3	0	470
MVS Test System Log	2	0	283
Prod Security/Activity/Incident Report	1	0	5
	6	0	758
Probate Court			
Adoption Records	192	192	38,555
Confidential File Room Records	3	6	57
General Records	1,790	3,580	367,776
Marriage Records	132	132	26,279
Mental Commitment Records	91	91	17,384
	2,208	4,001	450,051
Recorder			
General Index	275	825	56,355
Official Records	5,517	30,203	1,118,811
	5,792	31,028	1,175,166
Treasurer			
Tax Duplicates	2,038	7,836	423,339
Microfiche Totals	19,766	74,922	4,027,760
Roll Film 16mm			
Public Defender			
Case Files	5	0	80,000
Data Center/Agency Server Totals	19,771	74,922	4,107,760

Microfilming Center Production Report

Document Scanners	Masters	Duplicates	Images
Microfiche			
Auditor			
City, Vill, Twp, Cty, Lib Tax Budgets 2003	25	25	5,149
City, Vill, Twp, Cty, Lib Tax Budgets 2004	28	28	5,724
School Tax Budgets 2003-2004	16	16	3,199
School Tax Budgets 2004-2005	15	15	2,957
Transfers and Conveyance Sheets	329	2,676	46,613
Vendors License	46	87	2,717
	459	2,847	66,359
Clerk of Court			
Civil Notices (CV-3)	714	714	123,156
Criminal Case Files 2001	2,429	2,429	500,729
Criminal Notices (CR-2)	789	789	139,096
Juvenile Blue Mailers, Waivers & H.N.	565	2,260	93,254
Juvenile DP Case Files 2001	257	257	53,009
Juvenile DP Formal Case Files 2000	407	407	83,993
Juvenile JC Case Files 2001	516	516	106,561
Juvenile JC Formal Case Files 2000	402	402	82,582
Juvenile JU Formal Case Files 2000	1,779	1,779	366,160
Juvenile JU Informal Case Files 2000	120	120	24,116
Juvenile Misc. JU, DP, JC Case Files 1997	62	62	12,666
Juvenile Misc. JU, DP, JC Case Files 1998	104	104	21,624
Juvenile Misc. JU, DP, JC Case Files 1999	87	87	17,946
Juvenile Proof of Issuances	578	2,312	100,276
Sealed Appeals Case Files 1993-2004	15	15	1,269
	8,824	12,253	1,726,437
Microfilming Center			
COM Request Forms	12	12	458
Expungement Request Forms	1	1	12
Production Reports	4	4	415
RC-3 & Related Project Forms	1	1	200
Work Verification Forms	25	25	4,209
	43	43	5,294
Prosecutor			
PR-1 Juvenile Case Files 2001	540	540	108,330
Treasurer			
Address Change Cards	32	32	2,719
Microfiche Totals	9,898	15,715	1,909,139

Microfilming Center Production Report

Document Scanners	Masters	Duplicates	Images
Roll Film 16mm			
Auditor			
Parcel Sheets 1920-1999	3	3	13,210
Board of Elections			
Voter Registration Forms 2004	1	1	345
Voter Registration Forms 2005	7	7	78,382
	8	8	78,727
Clerk of Court			
Civil Case Files 2001	86	86	1,393,202
Criminal MI Case Files 2002	1	1	5,794
Criminal MI Case Files 2003	1	1	6,908
Domestic DR Case Files 2001	23	23	372,927
	111	111	1,778,831
Roll Film 16mm Totals	122	122	1,870,768
Roll Film 16mm and Server			
Auditor			
Property Record Cards 1999	96	0	2,093,712
Server			
Treasurer			
Address Change Cards	0	0	11,614
Document Scanner Totals	10,116	15,837	5,885,233

Microfilming Center Production Report

Duplicators	Duplicates Only
Microfiche	
Clerk of Court	
Criminal Expungements	8
Miscellaneous	349
	357
Probate Court	
Adoption Case Files	13,027
Case Files	60,525
Mental Commitment Records	564
Miscellaneous	23
Sentinel Trust (ST) Case Files	1,146
	75,285
Recorder	
Miscellaneous	268
Sheriff	
Miscellaneous	6
Treasurer	
Miscellaneous	286
Microfiche Totals	76,202
Roll Film 16mm	
Probate Court	
Miscellaneous	95
Recorder	
Miscellaneous	1
Roll Film 16mm Totals	96
Roll Film 35mm	
Recorder	
Miscellaneous	2

Microfilming Center Production Report

Planetary Cameras	Masters	Duplicates	Images
Microfiche Jackets 35mm			
Auditor			
Industrial Report Sketches 1999-2004	3	3	18
Recorder			
Condominium Plats	505	1,515	2,161
Plats	30	461	177
	535	1,976	2,338
Microfiche Jackets 35mm Totals	538	1,979	2,356
Roll Film 16mm			
Probate Court			
General Index to Probate Court 1984-1994	1	2	2,831
Index to Marriages-Female 1989-6/1995	1	2	1,780
Index to Marriages-Male 1989-6/1995	1	2	1,984
	3	6	6,595
Recorder			
Mortgage Books	9	9	49,260
Roll Film 16mm Totals	12	15	55,855
Planetary Camera Totals	550	1,994	58,211

Satellite Agencies Production Report

Document Scanners	Masters	Duplicates	Images
Microfiche			
Auditor			
Appraisal Specials	38	38	7,416
Board of Revision Case Files 2002	68	68	13,545
Board of Revision Case Files 2003	286	286	57,834
Board of Revision Journals	65	65	12,907
DTE 23A Forms	53	53	10,483
	510	510	102,185
Clerk of Court			
Appeals Daily (AP-1)	379	1,137	75,513
Civil Daily (CV-1)	59	295	11,800
Civil Notaries (CV-2)	9	9	1,648
Criminal Daily (CR-1)	92	736	18,400
Criminal Expungements (CR-3)	78	78	3,646
CSEA Billing Report (CV-5)	8	8	1,381
Domestic Daily (DR-1)	198	1,980	39,281
Domestic Notices (DR-2)	445	4,005	68,065
Domestic Proof of Issuance	465	4,185	72,826
Domestic Transcripts	276	552	29,949
	2,009	12,985	322,509
Microfiche Totals	2,519	13,495	424,694
Roll Film 16mm			
Auditor			
Annexation Case Files 1998-2001	1	1	12,235
Board of Tax Appeal Case Files	4	4	47,159
Industrial Reports 1999-2004	1	1	6,509
Miscellaneous BOR Case Files 1996-2003	1	1	3,272
Voided Industrial Reports 1999-2004	1	1	855
	8	8	70,030
Document Scanner Totals	2,527	13,503	494,724

Satellite Agencies Production Report

Microfilm Cameras	Masters	Duplicates	Images
Microfiche			
Clerk of Court			
Appeals Daily (AP-1)	813	2,439	161,299
Appeals History (AP-2)	28	28	4,741
Appeals Notices (AP-3)	9	9	1,738
Civil Daily (CV-1)	8,831	44,155	1,764,168
Confidential Disbursement Order	1	1	77
Criminal Daily (CR-1)	3,060	24,480	612,000
Criminal Expungements (CR-3)	87	87	4,531
CSEA Billing Report (CV-5)	14	14	2,382
Domestic Daily (DR-1)	2,427	24,270	482,535
Domestic Notices (DR-2)	34	306	4,682
Domestic Proof of Issuance	25	225	2,662
Domestic Transcripts	11	22	675
Juvenile Abortions (JA-1)	2	4	296
Juvenile Daily (JU-1)	5,068	50,680	982,313
Juvenile Expungements (JU-3)	7	7	257
Notary Signature Cards (CV-8)	8	40	1,460
	20,425	146,767	4,025,816
Roll Film 16mm			
Probate Court			
Adoption Records	1	1	2,234
Estate Taxes	15	15	23,340
	16	16	25,574
Microfilm Camera Totals	20,441	146,783	4,051,390

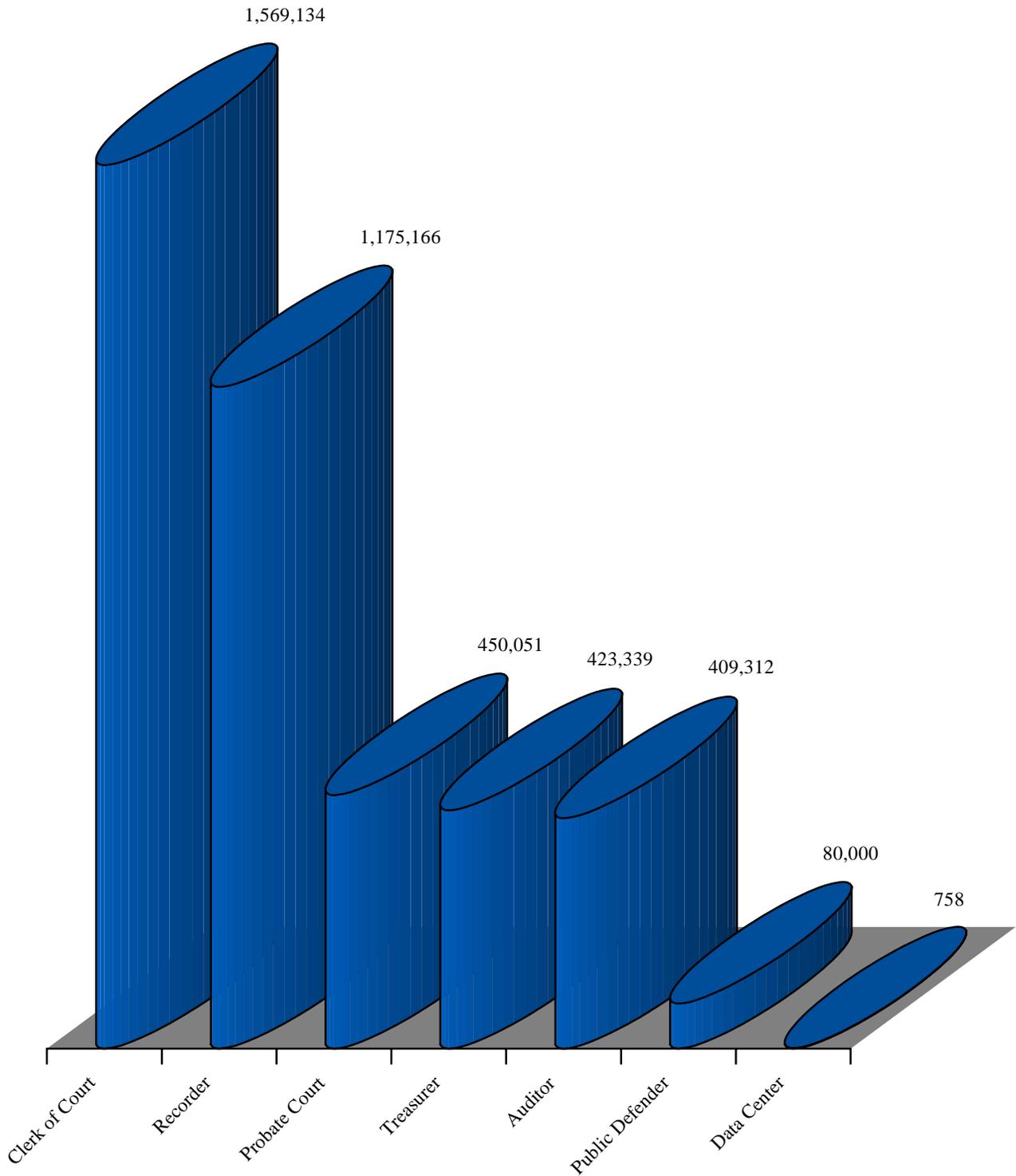
Production Equipment Downtime Report

I.D. #	Description	Location	Down Hours
1	Hybrid Microfiche Camera	Civil/Criminal	4.50
3	Datagraphix Microfiche Camera	Microfilming Center	9.75
5	Extek Microfiche Camera	Domestic Relations	10.00
6	Extek Microfiche Camera	Juvenile	10.00
7	Extek Microfiche Camera	Appeals	5.00
9	Datagraphix Microfiche Camera	Civil/Criminal	.50
20	Tameran Planetary Camera	Microfilming Center	12.50
22	Xidex Rotary Camera	Probate Court	3.00
25	Allen Microfilm Processor	Microfilming Center	22.00
27	Bruning Microfiche Duplicator	Microfilming Center	34.50
37	Datagraphix Microfiche Duplicator	Microfilming Center	38.75
49	Kodak Planetary Camera	Microfilming Center	2.00
328	Datagraphix COM Recorder	Microfilming Center	22.50
429	Canon Stand-Alone Scanner	Microfilming Center	176.00
430	Canon Stand-Alone Scanner	Microfilming Center	16.25
513	Canon Stand-Alone Scanner	Microfilming Center	7.75
514	Canon Stand-Alone Scanner	Civil/Criminal	23.00
515	Canon Stand-Alone Scanner	Domestic Relations	109.00
519	Kodak Hi-Speed Scanner	Microfilming Center	82.25
525	Kodak Hi-Speed Scanner	Microfilming Center	17.75
526	Kodak Archive Writer	Microfilming Center	16.00
Total			623.00

Microfilming Center Electronic Image Production

Electronic records from various agencies transferred via the County network
and downloaded to microfilm

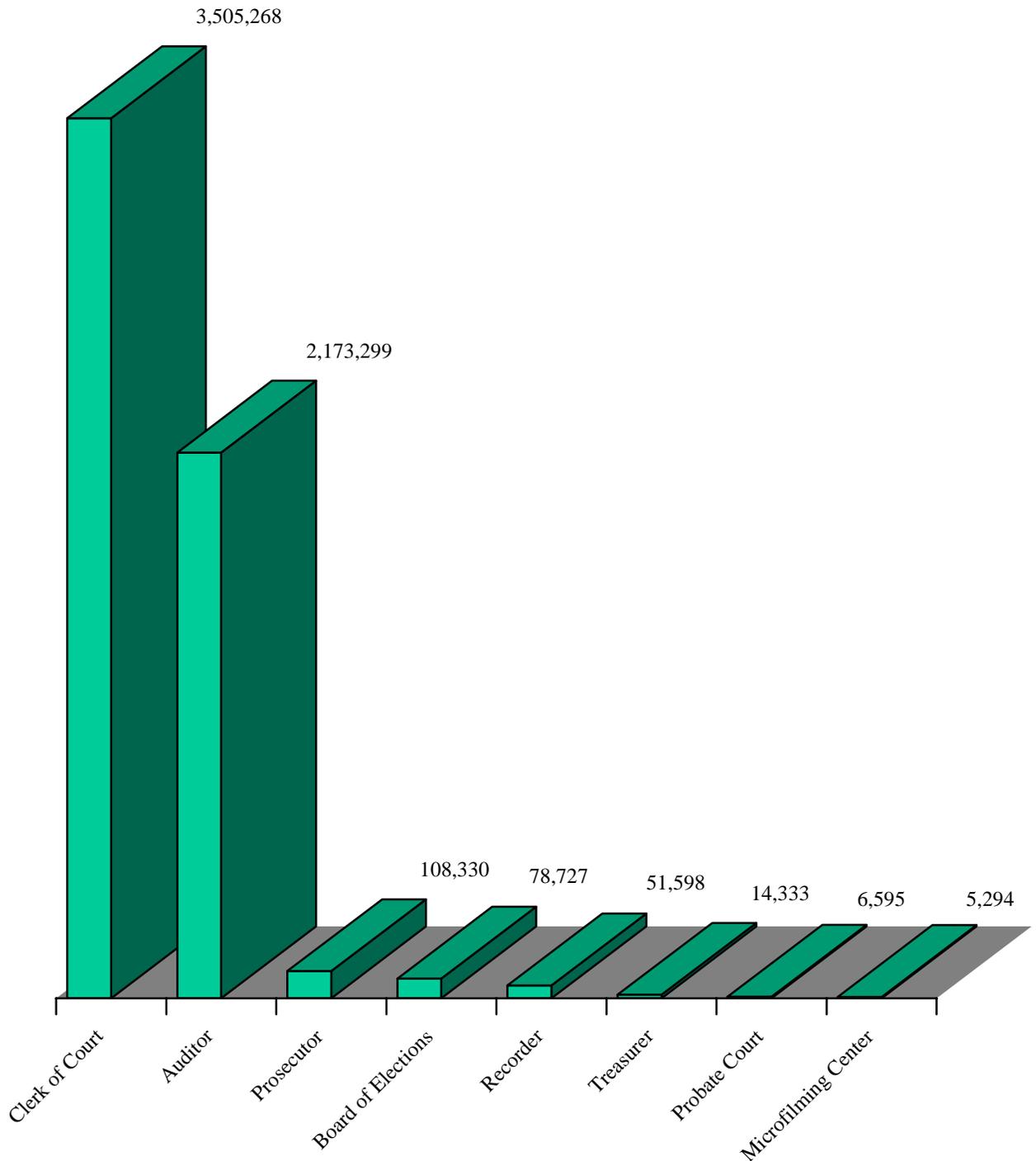
Total = 4,107,760



Microfilming Center Paper Image Production

Paper records microfilmed, scanned and processed
by the Microfilming Center

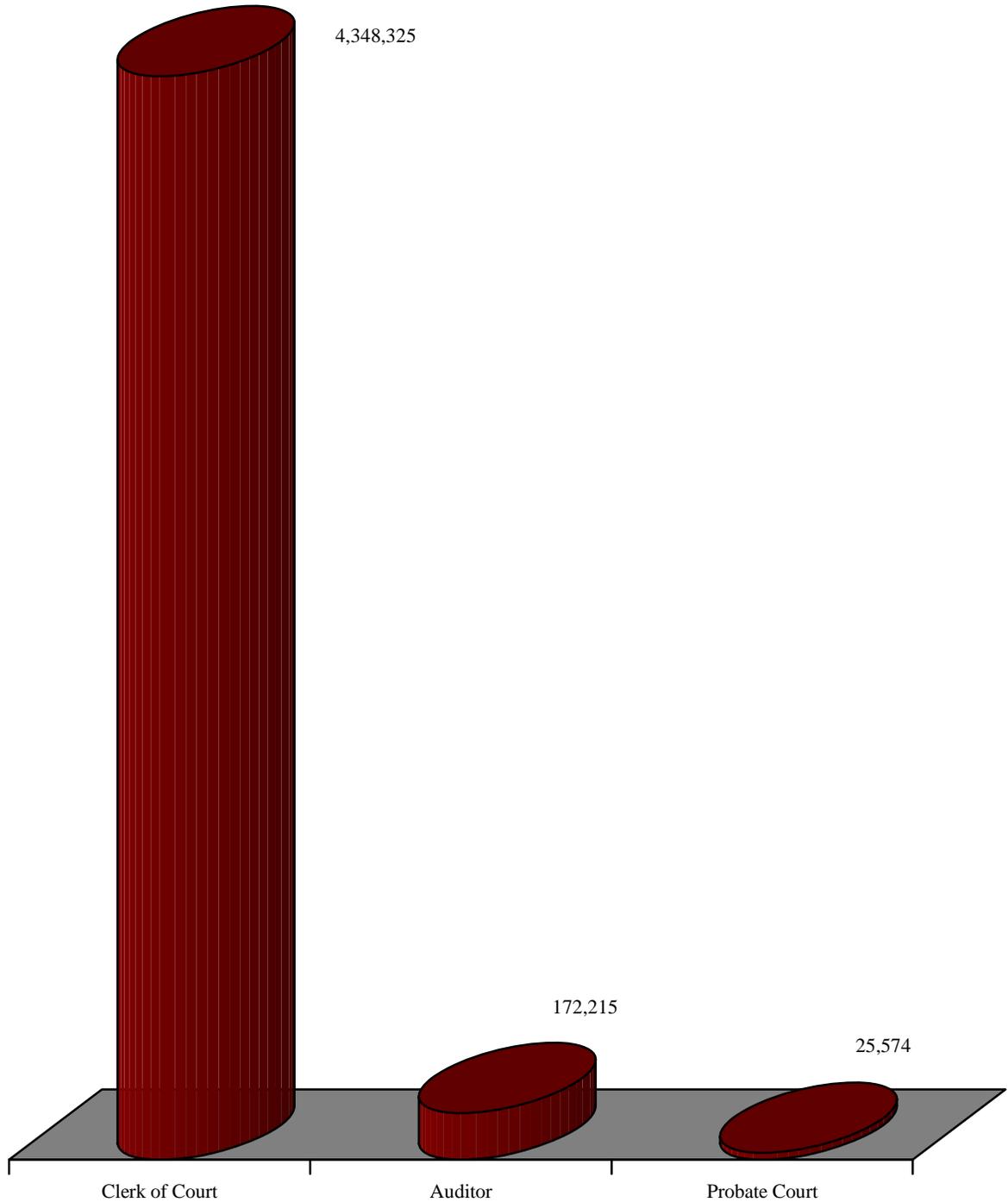
Total = 5,943,444



Satellite Agencies Paper Image Production

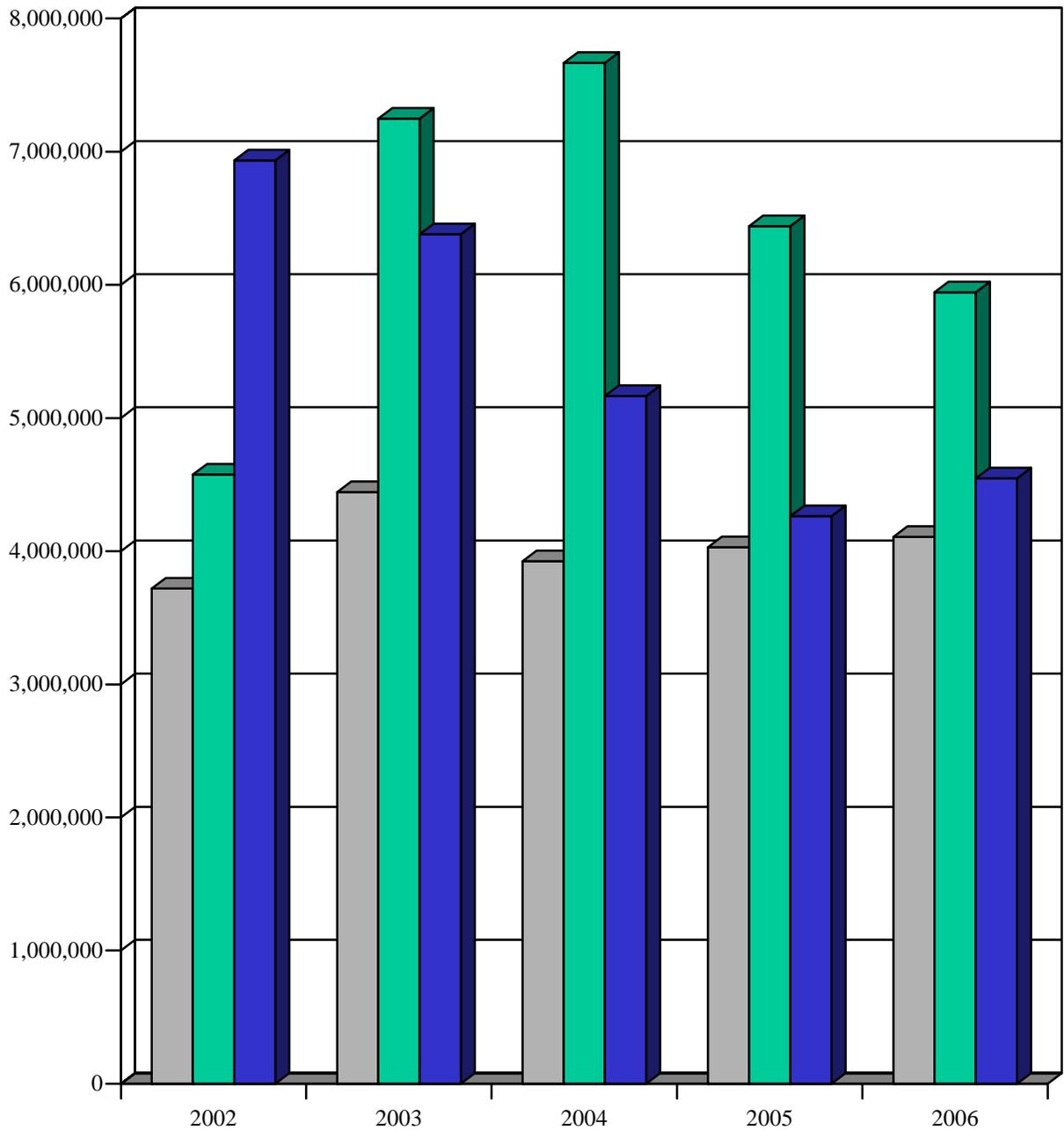
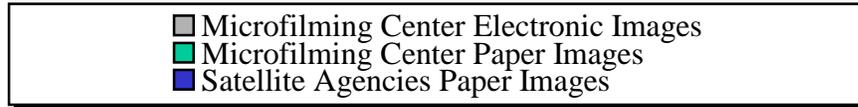
Paper records microfilmed and scanned by participating agencies
and processed by the Microfilming Center

Total = 4,546,114



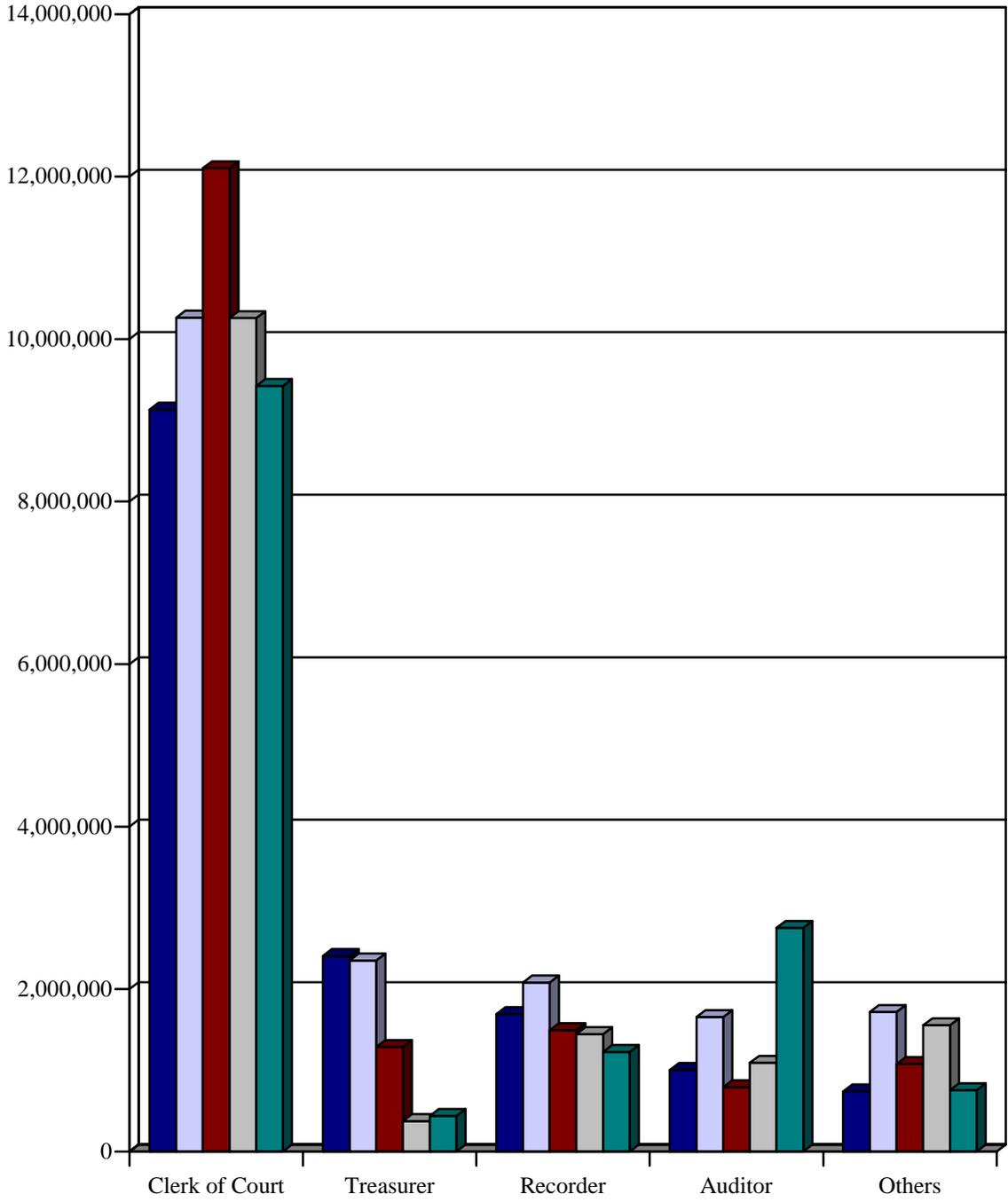
Format Conversion Trends

Electronic and paper images converted to microfilm, CD and agency servers



Agency Conversion Trends

Total images converted per agency



Final Appropriation Status Report

Description	Original Appropriation	Transfers/ Adjustments	Revised Budget	Expenditure	Balance
Salaries and Wages	551,160	0	551,160	518,966.81	32,193.19
Sick Leave - Wellness Pay Out	0	0	0	1,543.60	-1,543.60
Sick Leave - Term	0	0	0	28,274.10	-28,274.10
Vacation - Term	0	0	0	9,372.77	-9,372.77
Other Wages	0	0	0	1,000.00	-1,000.00
PERS	75,480	0	75,480	70,044.55	5,435.45
Medicare	7,968	0	7,968	6,888.84	1,079.16
Fringe Benefits	172,793	0	172,793	169,471.38	3,321.62
Employee Benefit Contribution	0	0	0	-3,700.00	3,700.00
Workers Compensation	6,420	0	6,420	6,117.78	302.22
Services and Charges	108,090	0	108,090	105,097.24	2,992.76
Materials and Supplies	57,810	0	57,810	61,404.63	-3,594.63
Totals	979,721	0	979,721	974,481.70	5,239.30

Revenue Report

Description	Amount
Microfilm Copy Receipts	10,679.00
Interfund Services and Charges	967.80
Total	11,646.80