

FRANKLIN COUNTY MICROFILMING CENTER

2007 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 7, 2008

Introduction:

The Microfilming Center 2007 Operations Report is submitted in accordance with Ohio Revised Code Section 307.805. It contains information regarding Microfilming Center operations and a summary of Microfilming Center appropriations, expenditures and revenue. Further, it provides insight into the document production of various County agencies. General Fund agencies are not charged for services or supplies provided by the Microfilming Center. Revenue was generated through microfilm copy sales by client agencies. No services or supplies were provided for non-General Fund agencies.

Microfilming Center production data are classified as images produced from electronic or paper sources. Electronic images are downloaded to microfilm from text data or scanned image files received from various agencies via the County network or from compact discs. Paper images are documents scanned by Microfilming Center staff and converted to microfilm, digital images or both. Digital images are returned to originating agencies for final disposition. Most original microfilm is stored off-site in a climate-controlled vault. Production microfilm duplicates are itemized with their respective records. Duplicates of existing microfilm are classified as Duplicates Only.

Microfilming Center Status:

The Microfilming Center is no longer just a microfilming center. Today's Microfilming Center has evolved with the records retention industry, while improving efficiency and product quality. Records are converted to and from various formats based on individual needs. A more descriptive name would highlight the fact that several types of document conversion services are available or point to the important role the Center plays in archiving the County's historical records.

In the early days of the Center, all documents were microfilmed from original paper files with one exception. Converting Mainframe text data to microfilm was outsourced. In today's modern Microfilming Center, paper images are converted to electronic and microfilm images and electronic images are transferred to microfilm. Soon, we will be creating electronic images from microfilm; a process made necessary by the need to redact or remove private information from public records. The idea of providing records in multiple formats has been influenced by new public records laws and the necessity to make records available in more convenient formats.

Since the Microfilming Board was established in 1985, more than 252 million images have been created, representing roughly 128,000 cubic feet of paper. Most of the images have permanent retention periods with little need for retrieval after useful life spans. Government is unique in this respect. The need to maintain archival records on microfilm is significant. If records were stored only in electronic formats, migration would be costly and ongoing regardless of retrieval needs. Additionally, microfilm has a proven track record for archival storage when proper conditions are met. Microfilm remains the least expensive and best medium for archiving permanent government records.

More than 70 million images were specifically identified for conversion from microfilm to electronic images in a 2007 Microfilming Center survey. Nearly all were Clerk of Court and Probate Court records. We believe other agencies will need this service as well. Nearly 3.5 million paper images were identified. In both areas, some agencies noted the need for conversion services but were unable to provide specific numbers. Based on research of private vendors, the cost to outsource only the images identified would be in excess of eleven million dollars.

The Microfilming Center is prepared to provide new and continuing critical services to Franklin County agencies at competitive costs. Our staff is familiar with the County's records and we believe they are more in tune to the needs of our client agencies. Additionally, records processed in-house eliminate ever-increasing transportation fees and reduce the risks associated with moving critical records.

Accomplishments and Goals:

- Funding was secured in the 2008 Microfilming Center Operating Budget for equipment needed to implement microfilm scanning and indexing operations. The equipment will be utilized long-term for multiple agencies. It will provide a pathway for removing private data from public microfilm documents and it will enable older records to be placed online with new records. Initiating the new services will be a major focal point in 2008. It will be necessary to purchase equipment and train staff while maintaining paper scanning production. The Clerk of Court's request to replace paper file scanning with microfilm scanning will be challenging. However, the requested conversion method should allow us to make the transition without additional staff. We plan to begin purchasing equipment soon and hope to be operational by summer.
- In 2007, more than 14.6 million images were dedicated to microfilm while 267,582 digital images were created. A significant realignment of production numbers; shown on the Format Conversion Trends chart on Page 14, is a result of the Clerk of Court's shift from traditional microfilming to document scanning. As the Clerk and other agencies have transitioned from microfilming to scanning mainstream documents over the last several years, the Microfilming Center has absorbed ongoing miscellaneous projects from these agencies. These events have effectively eliminated microfilm images produced by satellite agencies. A minimal number of images were produced by Probate Court. However, that production has been completely eliminated in 2008. The data previously tracked as Satellite Agencies Production is reflected in Electronic Image Production now. The only concrete change in the Microfilming Center resulting from the realignment is the type of equipment used to process and duplicate images created by other agencies.
- The Clerk of Court's first year of scanning Court documents increased overall production on our microfiche COM (computer output microfilm) device approximately 88 percent. The equipment is near single-shift capacity now in terms of the number of jobs processed. This was a large undertaking that required considerable coordination between Microfilming Center and Clerk of Court staff. Numerous issues were resolved and the process continues to be refined. Both agencies worked well together. We look forward to an ongoing smooth operation.
- We began an initiative in 2005 to replace 22 Minolta microfilm reader printers. This equipment is out of production and support was only guaranteed through 2007. Realistic support time is expected to be longer due to the number of obsolete models in use industry-wide. Ten of Franklin County's most used units have been replaced. We recommended the Clerk of Court's funding request to replace up to five of the remaining units in 2008. The Clerk's staff chose to seek funding to replace two reader printers and have decided to move forward with only one purchase for now. They are moving cautiously in an effort to minimize replacements. The use of microfilm reader printers should diminish as more records are stored and retrieved electronically.

We want to take this opportunity to thank the Microfilming Board and the Board of Commissioners for understanding the County's records retention needs and supporting our efforts to maintain up-to-date services. We remain excited about new technology as we continue providing the efficient and quality services our client agencies have come to expect.

Respectfully Submitted,

RECORDER ROBERT G. MONTGOMERY, ADMINISTRATOR

By: Deputy Recorder Marvin Farley
Director

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2007 Franklin County Microfilming Board

Officers and Members

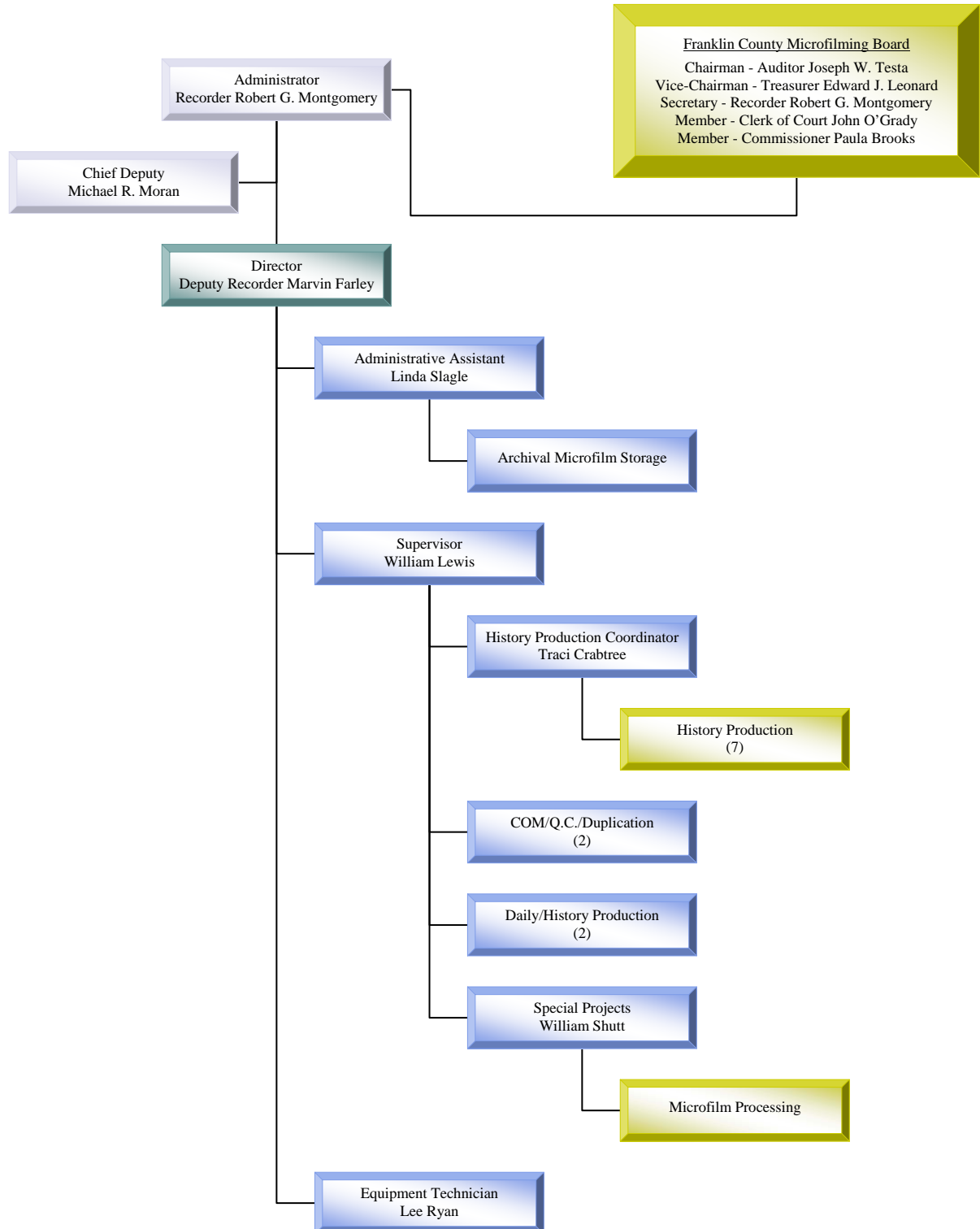
Chairman the Honorable **Joseph W. Testa**, Franklin County Auditor
Vice-Chairman the Honorable **Edward J. Leonard**, Franklin County Treasurer
Secretary the Honorable **Robert G. Montgomery**, Franklin County Recorder
Member the Honorable **John O’Grady**, Franklin County Clerk of Court
Member the Honorable **Paula Brooks**, Franklin County Commissioner

Representatives

For Auditor Joseph W. Testa..... Deputy Auditor Anthony Frissora
..... Deputy Auditor Gary Woodward
For Treasurer Edward J. Leonard Deputy Treasurer Deidre Thompson
..... Chief Deputy Emily Shaw
..... Deputy Treasurer Lillian Williams
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 Commissioner Paula Brooks Senior Administrative Assistant RJ Sontag
..... Board of Commissioners Clerk Debra Willaman

Franklin County Microfilming Center

Organizational Chart



Appropriations and Expenditures

Description	Original Appropriations	Transfers/ Adjustments	Revised Budget	Expenditures	Balance
Salaries and Wages	553,092	0	553,092	513,508.19	39,583.81
Sick Leave - Wellness Pay Out	0	0	0	1,590.00	-1,590.00
Sick Leave - Term	0	0	0	5,049.76	-5,049.76
Vacation - Term	0	0	0	2,851.71	-2,851.71
Other Wages	0	0	0	480.00	-480.00
PERS	76,608	0	76,608	70,055.63	6,552.37
Medicare	8,040	0	8,040	6,912.75	1,127.25
Fringe Benefits	185,976	0	185,976	169,617.00	16,359.00
Employee Benefit Contribution	-7,440	0	-7,440	-7,920.00	480.00
Workers Compensation	6,300	0	6,300	5,760.97	539.03
Services and Charges	108,090	0	108,090	102,514.70	5,575.30
Materials and Supplies	55,560	0	55,560	52,016.90	3,543.10
Copiers & Fax Machines	5,000	0	5,000	4,533	467.00
Totals	991,226	0	991,226	926,970.61	64,255.39

Revenue

Description	Amount
Microfilm Copy Receipts	11,908.00
Interfund Services and Charges	0
Total	11,908.00

Electronic Image Production

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	138
Abstract VCH Entries	35	35	7,195
Accumulated Delinquent Duplicate-PPDQ	1	2	207
Adders/Remitters-PPDQ	2	4	94
Agricultural Detail Report	2	2	325
Agricultural DTE Form 114	1	1	9
All VCH Entries	39	39	7,917
Board of Revision Case Files 2004	312	312	64,747
Board of Revision DTE 23A Forms	188	188	38,180
Correction Certificates-PPTX	2	4	51
County Value Reports	1	1	136
Current Overpay-PPTX	2	4	41
Delinquent Duplicate-PPDQ	20	40	3,288
Delinquent Land Certificates List	2	2	243
Delinquent Land List Master	21	21	4,012
Delinquent Tax List-PPHT	12	12	2,295
Dog Kennel Records-Owner Address	1	3	21
Dog Kennel Records-Owner Name	1	3	21
Dog Kennel Tag Records	1	3	11
Dog Name Sequence	27	81	5,429
Dog Street Sequence	26	78	5,250
Dog Tag Sequence	26	78	5,250
DTE 15	1	1	6
DTE 15 Detail	1	1	32
DTE 15 Error	1	1	69
DTE 23A Forms Denied	2	2	321
DTE 23A Forms Granted	16	16	3,147
Engineer Sheets 1995-2005	13	13	2,688
Inter County Duplicate-PPTX	12	24	2,360
Ownership Index	77	308	15,627
Parcel Land Report	7	7	1,451
Payments-PPDQ	1	2	115
Payroll Accruals	74	74	12,066
Payroll Proofs	159	159	30,776
Personal Property Tax-PPTX	2	4	163

Electronic Image Production

Data Center/Agency Servers	Masters	Duplicates	Images
Microfiche (continued)			
Auditor (continued)			
Summary of Charges 1	6	36	827
Summary of Charges 2	6	36	827
Summary of Charges 3	6	36	827
Summary of Charges All	7	42	965
Tax Abstract	1	2	132
Unpaid Duplicate-PPTX	11	22	2,153
	1,127	1,701	219,457
Clerk of Court			
Appeals Daily (AP-1)	1,238	3,714	244,373
Appeals Index	392	0	76,648
Civil Daily (CV-1)	11,548	57,740	2,297,117
Civil Index	1,665	18,315	343,606
Civil Notaries (CV-2)	35	35	6,626
Confidential Disbursement Order	2	0	286
Criminal Case Dispositions Alpha	11	11	2,257
Criminal Case Dispositions Numeric	11	11	2,257
Criminal Daily (CR-1)	3,194	25,552	636,628
Criminal Expungements (CR-3)	256	256	12,809
Criminal Index	782	3,910	157,937
CSEA Billing Report (CV-5)	19	19	3,269
Domestic Daily (DR-1)	2,547	25,389	506,608
Domestic Index	1,398	5,592	286,967
Domestic Notices (DR-2)	371	3,333	52,242
Domestic Proof of Issuance	297	2,665	36,115
Domestic Transcripts	314	628	35,588
Interest Rate History (CV-7)	9	27	1,787
Juvenile Abortions (JA-1)	2	4	220
Juvenile Blue Mailers, Waivers & H.N.	458	1,832	71,175
Juvenile Daily (JU-1)	4,749	47,332	903,973
Juvenile Index	3,946	3,946	815,187
Juvenile Initiation (JU-2)	25	235	3,794
Juvenile Proof of Issuances	269	1,076	33,764
Juvenile Traffic Daily (JT-1)	217	434	41,254
Juvenile Traffic Notices & POI (JT-2)	85	170	6,888
Notary Signature Cards (CV-8)	8	40	1,600
	33,848	202,266	6,580,975

Electronic Image Production

Data Center/Agency Servers	Masters	Duplicates	Images
Microfiche (continued)			
Probate Court			
Adoption Records	221	221	44,859
Confidential File Room Records	1	2	18
General Records	1,853	2,496	379,408
Marriage Records	202	202	40,879
Mental Commitment Records	57	57	10,338
	2,334	2,978	475,502
Recorder			
General Index	280	840	56,940
Official Records	4,713	23,565	955,818
	4,993	24,405	1,012,758
Treasurer			
Tax Duplicates	2,093	6,279	420,155
Microfiche Totals	44,395	237,629	8,708,847
Roll Film 16mm			
Auditor			
Door Hanger Cards 1999	3	3	56,358
Data Center/Agency Servers Totals	44,398	237,632	8,765,205

Paper Image Production

Document Scanners	Masters	Duplicates	Images
Microfiche			
Auditor			
OPERS Retirement Reports 1987-1998	90	90	17,832
Property Splits & Combinations 2002-2005	176	176	35,921
Transfers and Conveyance Sheets	405	3,240	58,585
Vendors License	50	50	2,256
	721	3,556	114,594
Clerk of Court			
Civil Notices (CV-3)	420	420	57,396
Criminal Case Files 2002	2,201	2,201	453,746
Criminal Expungements 2003	30	30	6,012
Criminal Expungements 2004	31	31	6,190
Criminal MI Case Files 2004	35	35	6,985
Criminal MI Case Files 2005	37	37	7,410
Criminal Notices (CR-2)	818	818	144,322
Juvenile Blue Mailers, Waivers & H.N.	60	240	10,399
Juvenile JU Case Files 2001	3,172	3,172	652,217
Juvenile JU Case Files 2002	4,704	4,704	969,029
Juvenile MC Case Files 2001	16	16	3,306
Juvenile Proof of Issuances	31	124	3,671
	11,555	11,828	2,320,683
Microfilming Center			
COM Request Forms	1	1	36
Production Reports	4	4	405
RC-3 & Related Project Forms	1	1	162
Work Verification Forms	34	34	6,055
	40	40	6,658
Microfiche Totals	12,316	15,424	2,441,935
Microfiche and Server			
Auditor			
CAUV File Cards (2003-2006)	10	10	2,006
CAUV Files (2003-2006)	41	41	8,287
	51	51	10,293

Paper Image Production

Document Scanners	Masters	Duplicates	Images
Roll Film 16mm			
Adult Probation			
Closed Project Progress Files 2001	12	12	192,285
Clerk of Court			
Appeals Case Files 2002	21	21	329,932
Civil Case Files 2002	101	101	1,640,383
Domestic DR Case Files 2001	12	12	186,947
Domestic DV Case Files 2001	1	1	15,410
Domestic DV Case Files 2002	2	2	24,784
Juvenile Traffic Case Files 2004	7	7	102,992
Juvenile Traffic Expungements 1996-2006	1	1	3,485
	145	145	2,303,933
Roll Film 16mm Totals	157	157	2,496,218
Roll Film 16mm and Server			
Domestic Relations Court			
Family Files	15	15	239,003
Server			
Microfilming Center			
Annual Reports 2000-2006	0	0	158
Budget Requests 2003-2006	0	0	52
Microfilming Board Minutes 2005-2006	0	0	105
Microfilming Board Resolutions 2005-2006	0	0	36
Quarterly Reports 2003-2006	0	0	230
	0	0	581
Treasurer			
Address Change Cards	0	0	17,705
Server Totals	0	0	18,286
Document Scanners Totals	12,539	15,647	5,205,735

Paper Image Production

Microfilm Cameras	Masters	Duplicates	Images
Microfiche Jackets 35mm			
Recorder			
Condominium Plats	454	1,362	1,914
Plats	20	290	122
	474	1,652	2,036
Roll Film 16mm			
Clerk of Court			
Appeals Case Files 2000	48	48	297,085
Appeals Case Files 2001	47	47	302,858
Employee Personnel Files 1993-1998	4	4	9,793
	99	99	609,736
Probate Court			
Adoption Records	3	3	3,044
Estate Taxes	8	8	19,886
	11	11	22,930
Recorder			
Mortgage Books	7	7	38,464
Roll Film 16mm Totals	117	117	671,130
Microfilm Camera Totals	591	1,769	673,166

Microfilm Duplication

Duplicators	Duplicates Only
Microfiche	
Auditor	8
Clerk of Court	575
Probate Court	32
Recorder	638
Treasurer	591
Microfiche Totals	1,844
Roll Film 16mm	
Coroner	31
Probate Court	1
Roll Film 16mm Totals	32
Roll Film 35mm	
Recorder	1

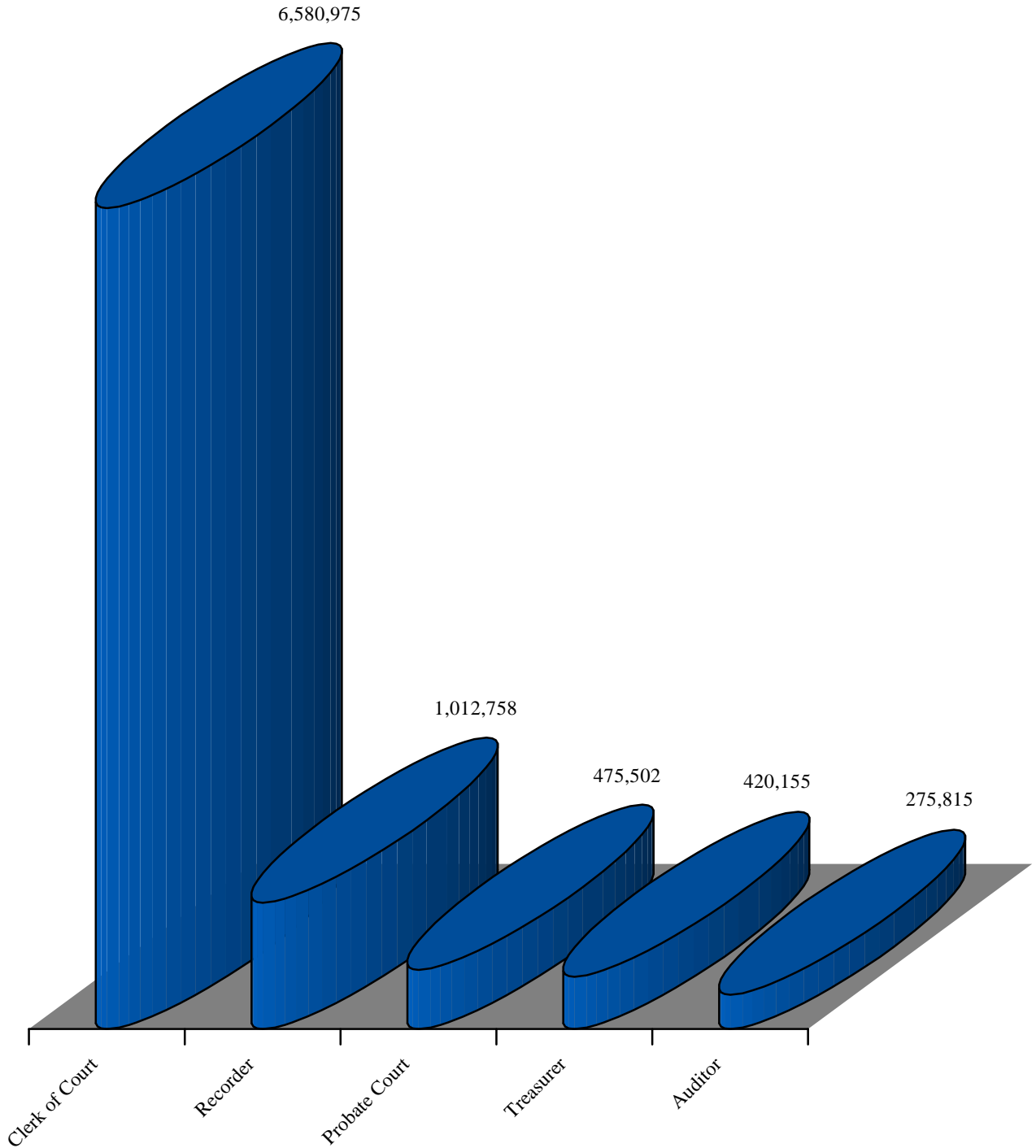
Production Equipment Downtime

I.D. #	Description	Location	Down Hours
15	Xidex Rotary Camera	Microfilming Center	.50
19	Kodak 35mm Planetary Camera	Microfilming Center	1.00
25	Allen Microfilm Processor	Microfilming Center	16.00
26	Ozalid Roll Film Duplicator	Microfilming Center	20.75
27	Bruning Microfiche Duplicator	Microfilming Center	1.00
37	Datagraphix Microfiche Duplicator	Microfilming Center	43.25
52	Kodak 16mm Rotary Camera	Microfilming Center	1.75
328	Datagraphix COM Recorder	Microfilming Center	37.00
430	Canon Stand-Alone Scanner	Microfilming Center	.25
513	Canon Stand-Alone Scanner	Microfilming Center	26.25
515	Canon Stand-Alone Scanner	Auditor	.75
519	Kodak Hi-Speed Scanner	Microfilming Center	35.25
525	Kodak Hi-Speed Scanner	Microfilming Center	37.00
526	Kodak 16mm Archive Writer	Microfilming Center	30.75
Total			251.50

Electronic Image Production

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

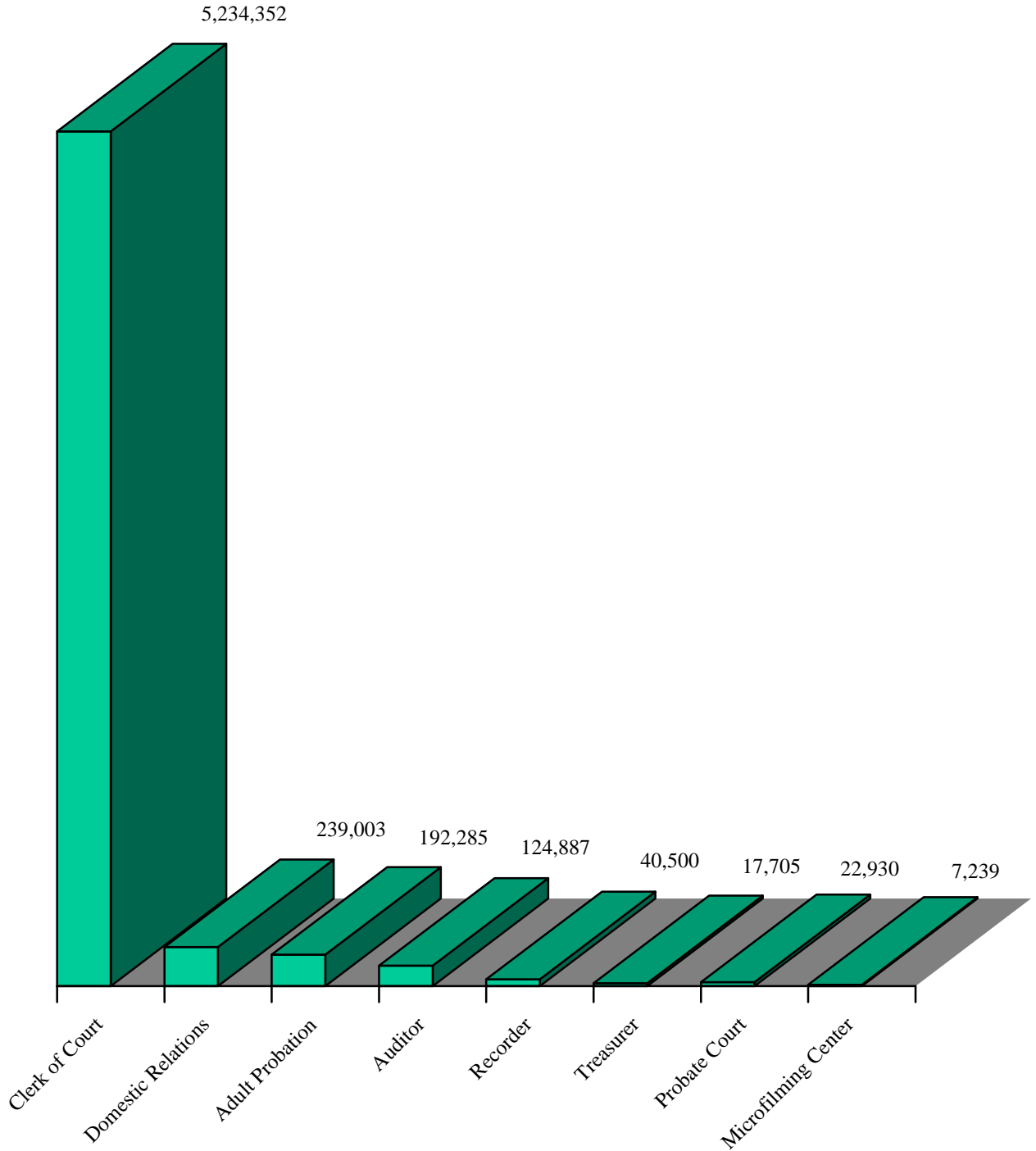
Total = 8,765,205



Paper Image Production

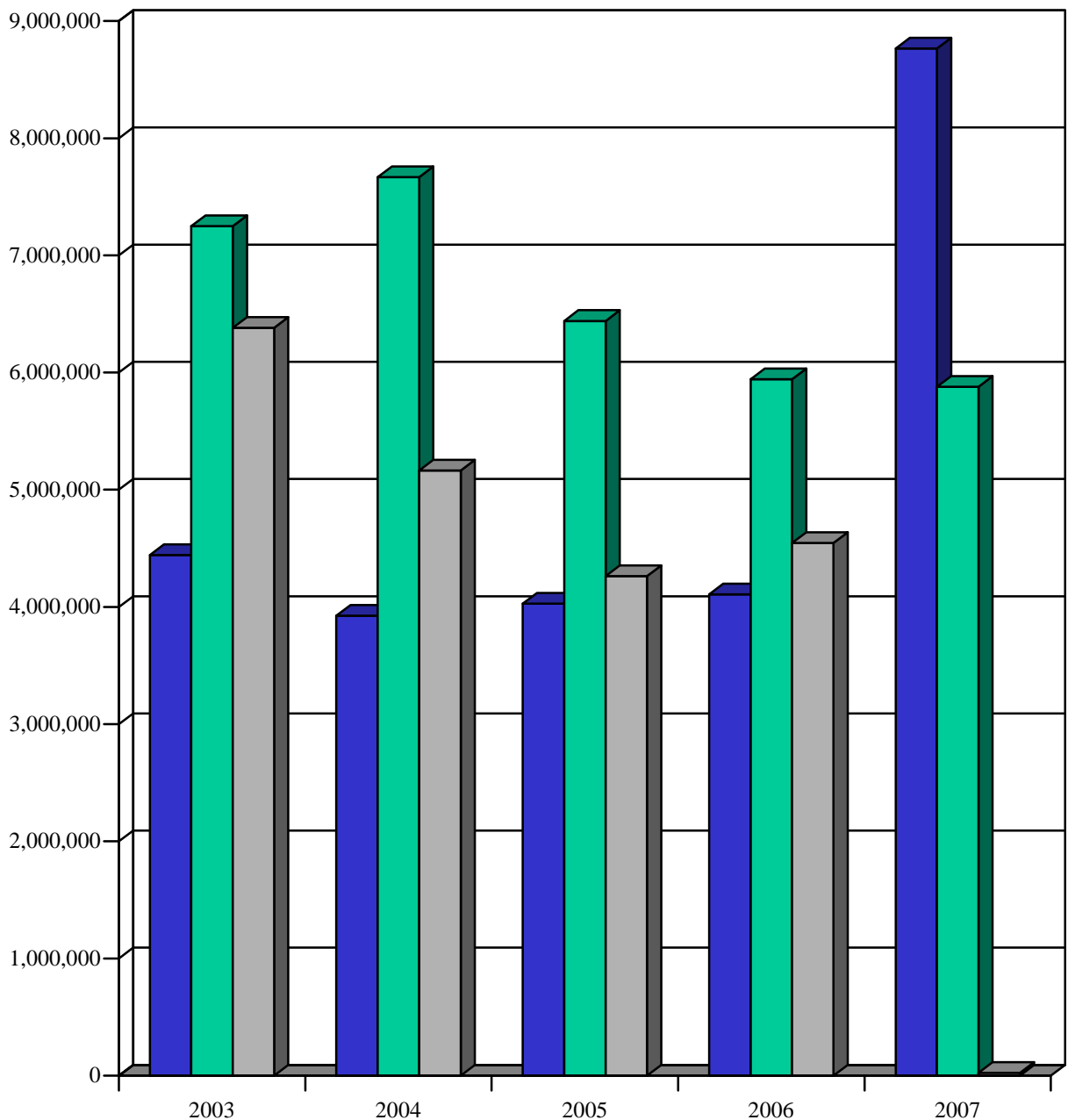
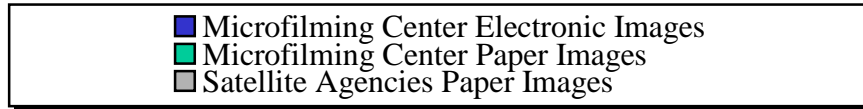
Paper records microfilmed, scanned and processed
by the Microfilming Center

Total = 5,878,901



Format Conversion Trends

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



Agency Conversion Trends

Total images converted per agency

