

FRANKLIN COUNTY MICROFILMING CENTER

2008 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 6, 2009

Introduction:

The Microfilming Center 2008 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, microfilm or paper sources. Electronic images are downloaded to microfilm from text data or scanned image files received from various agencies, normally via the County network. Microfilm images are scanned from archival microfilm to create electronic images. Paper images are scanned and converted to microfilm, electronic images or both. Production microfilm duplicates are itemized with their respective records. Duplicates of existing microfilm are classified as Duplicates Only. Electronic images and duplicate microfilm are sent to originating agencies while most microfilm masters are stored off-site in a climate-controlled vault.

Microfilming Center Status:

Since the Microfilming Board was established in 1985, nearly 268 million images have been re-formatted, representing roughly 136,000 cubic feet of paper. Most images submitted for conversion have permanent retention periods with little need for retrieval after useful life spans. 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. It remains the least expensive and best medium for archiving permanent government records.

Scanning microfilm is a process made necessary by the need to redact or remove private information from public records and the need to make them available in more convenient formats. A new roll film scanner will be placed into service with existing microfiche scanners soon. Thanks to funding from the Board of Commissioners, for the first time, we will be able to re-format records regardless of source. With this new equipment, the Franklin County Microfilming Center continues to be recognized as an industry leader in the government archival business.

The Microfilming Center is equipped to provide comprehensive document conversion 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 transportation fees and reduce the risks associated with moving critical records.

Accomplishments and Goals:

- Initiating new microfilm scanning and indexing services were major focal points in 2008. Existing staff were re-assigned and trained for new positions. Microfilm scanning equipment enabled the conversion of Clerk of Court legacy files from microfilm to electronic images, instead of from paper to microfilm. The resulting reduction in demand for paper scanning allowed the transition to take place without additional staff. A further decrease in paper files submitted by the Clerk's office is expected to permit existing staff to man indexing stations. They will be used for indexing and paper scanning as necessary.
- We started scanning microfiche in July, 2008. Microfilm image quality plays a key role in conversion speeds. Clerk of Court microfiche are scanning approximately twenty times faster than Recorder and Probate Court microfiche jackets. Original image quality has been less than ideal in all the conversions. Inconsistent image density between and within frames and variations in image

placement are issues that slow production. However, these problems are intensified when microfiche jackets are scanned. Frequently, those images were filmed at different times using different equipment and personnel. Additionally, they contain fewer images and location is more unpredictable. These problems reduce the time equipment runs in automatic mode, requiring more operator intervention. Though we were unable to develop firm expectations for production rates before we began, we feel comfortable with overall progress at this time.

- Computer equipment and software have been installed and will be configured to index electronic documents using Intellivue software provided by the Data Center. Indexing service will be available for electronic records created by the Center and for those created in other agencies as resources allow.
- More than 17.7 million images were created from 15.7 million images submitted for conversion. Approximately 13.4 million were dedicated to microfilm while 4.3 million electronic images were created. The Clerk of Court's office, Board of Commissioners office, Common Pleas Court, Domestic Relations Division and the Sheriff's office are agencies that presented sizeable projects. The Clerk of Court, Probate Court and the Recorder's office were the first agencies to have electronic images created from microfilm.
- The Clerk of Court completed the second year of scanning his daily filings. The images are networked to the Microfilming Center and copied to microfilm. This increased the workload considerably on our COM (computer output microfiche) recorder and created some challenging issues. However, the process now has become routine and the operation is going very well. Duplicate microfiche needs have been reduced by sixty-seven percent, saving about four thousand dollars per year in duplicate film costs.
- We initiated a plan to replace several outdated microfilm reader printers in 2005. Approximately half were replaced before digital imaging began to play a role. An effort to minimize reader printer replacements is underway; driven by decreased use as more records are stored and retrieved electronically. Most remaining outdated units are in low-use applications. We plan to consolidate and move some of these to other areas when necessary. One was moved within the Clerk's office and he replaced another with a unit capable of scanning.
- In order to maintain full utilization of existing staff and to ensure a steady workflow, we continued to develop additional record conversion services to other government agencies outside Franklin County. Our Data Center representatives continue to play a role in expanding services within Franklin County government. Their role in information technology makes them a ready liaison for our services.

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. Appreciation is extended to the Data Center and Public Facilities Management for services they provided to support installation of new equipment and software. We are eager to accelerate microfilm scanning and indexing production to compliment the 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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2008 Franklin County Microfilming Board

Officers and Members

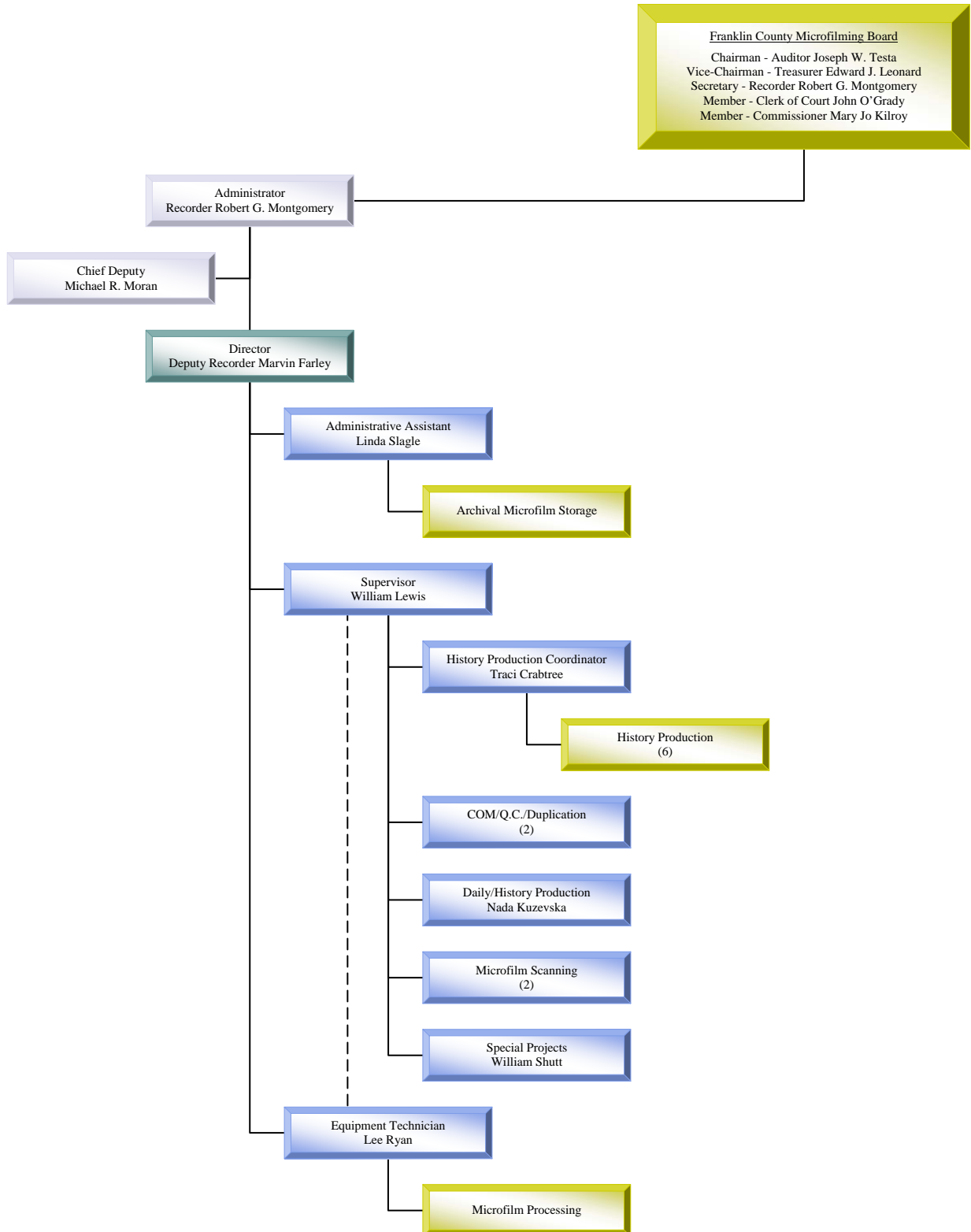
Chairman the Honorable **Joseph W. Testa**, Franklin County Auditor
Vice-Chairman the Honorable **Edward J. Leonard**, Franklin County Treasurer
Secretary the Honorable **Robert G. Montgomery**, Franklin County Recorder
Member the Honorable **John O’Grady**, Franklin County Clerk of Court
Member the Honorable **Mary Jo Kilroy**, 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
..... 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 Mary Jo Kilroy Kirsten Fraser

Franklin County Microfilming Center

Organizational Chart



Appropriations and Expenditures

Description	Original Appropriations	Transfers/ Adjustments	Revised Budget	Expenditures	Balance
Salaries and Wages	540,504	0	540,504	533,767.90	6,736.10
Sick Leave - Wellness Pay Out	0	0	0	1,638.00	-1,638.00
Retroactive Adjustment	0	0	0	8,064.00	-8,064.00
PERS	75,684	0	75,684	75,425.92	258.08
Medicare	7,860	0	7,860	7,114.29	745.71
COTA Contributions	0	0	0	405.60	-405.60
Fringe Benefits	188,292	0	188,292	188,292.00	0
Employee Benefit Contribution	-14,340	0	-14,340	-11,100.00	-3,240.00
Workers Compensation	6,432	0	6,432	5,189.99	1,242.01
Services and Charges	123,350	0	123,350	102,254.36	21,095.64
Materials and Supplies	64,700	0	64,700	62,135.80	2,564.20
Capital Equipment	112,000	0	112,000	106,069.00	5,931.00
Totals	1,104,482	0	1,104,482	1,079,256.86	25,225.14

Revenue

Description	Amount
Microfilm Copy Receipts	12,499.00
Interfund Services and Charges	0
Total	12,499.00

Electronic Image Production

Data Center/Agency Servers	Masters	Duplicates	Images
Microfiche			
Auditor			
Abstract Exempt Report-DTE Form 94	1	1	47
Abstract Report-DTE Form 93	1	1	138
Abstract VCH Entries	40	40	8,204
Accumulated Delinquent Duplicate-PPDQ	3	6	68
Agricultural Detail Report	2	2	316
Agricultural DTE Form 114	1	1	9
All VCH Entries	50	50	10,255
County Value Reports	1	1	136
Current Overpay-PPTX	3	6	40
Delinquent Land Certificates List	5	5	946
Delinquent Tax List-PPHT	12	12	2,240
DTE 15	1	1	6
DTE 15 Detail	1	1	24
DTE 15 Error	1	1	51
GL Account History-Expense	62	62	12,737
GL Account History-Revenue	6	6	1,123
Homestead Application Report	30	30	6,036
Parcel Land Report	7	7	1,374
Payments-PPDQ	1	2	8
Payroll Accruals	96	96	19,140
Payroll Proofs	224	224	44,028
Settlement Abstract-PPTX	1	2	14
Summary of Charges 1	6	36	840
Summary of Charges 2	6	36	840
Summary of Charges 3	6	36	840
Summary of Charges All	6	36	840
Tax Abstract	1	2	135
Unpaid Duplicate-PPTX	11	22	2,117
Vendor Invoice List	56	56	11,411
	641	781	123,963
Clerk of Court			
Appeals Daily (AP-1)	1,031	1,031	196,357
Appeals Index	425	0	85,189
Civil Daily (CV-1)	12,833	25,666	2,468,356
Civil Daily (Sealed)	494	494	93,842
Civil Index	2,156	7,376	434,664
Confidential Disbursement Order	1	1	204

Electronic Image Production

Data Center/Agency Servers	Masters	Duplicates	Images
Microfiche			
Clerk of Court			
Criminal Daily (CR-1)	3,594	3,594	691,719
Criminal Expungements (CR-3)	307	307	13,353
Criminal Index	913	2,045	184,208
Domestic Daily (DR-1)	3,269	5,594	627,879
Domestic Index	1,497	4,926	305,281
Domestic Notices (DR-2)	314	588	41,069
Domestic Proof of Issuance	306	525	37,182
Juvenile Abortions (JA-1)	2	4	243
Juvenile Blue Mailers, Waivers & H.N.	391	661	54,755
Juvenile Case Initiation Files (JU-2)	604	1,288	105,878
Juvenile Daily (JU-1)	3,874	8,294	766,456
Juvenile Index	4,404	4,404	910,754
Juvenile Proof of Issuances	313	487	38,510
Juvenile Traffic Daily (JT-1)	348	348	47,294
Juvenile Traffic Notices & POI (JT-2)	174	174	3,994
Notary Signature Cards (CV-8)	9	30	1,806
	37,259	67,837	7,108,993
Probate Court			
Adoption Records	194	194	39,480
General Records	1,711	1,711	350,898
Marriage Records	143	143	28,763
Mental Commitment Records	42	42	7,699
	2,090	2,090	426,840
Recorder			
Expungements and Redactions	1	1	84
General Index	228	684	46,039
Official Records	3,415	16,967	680,497
	3,644	17,652	726,620
Treasurer			
Tax Duplicates	1,530	4,590	317,932
Data Center/Agency Servers Totals	45,164	92,950	8,704,348

Paper Image Production

Document Scanners	Masters	Duplicates	Images
Electronic			
Auditor			
W & M Inspections Active Files 2003-2006	0	0	3,705
Past Settlements 1986-1987	0	0	8,545
Settlement & Apportionment Sheets 80-94	0	0	44,640
	0	0	56,890
Treasurer			
Address Change Cards	0	0	19,439
Electronic Totals	0	0	76,329
Microfiche			
Auditor			
Account Trial Balance Index	6	6	1,148
Appropriation Status by Fund	16	16	2,813
City, Vill, Twp, Cty, Lib Tax Budgets 2005	27	27	5,226
City, Vill, Twp, Cty, Lib Tax Budgets 2006	32	32	5,922
City, Vill, Twp, Cty, Lib Tax Budgets 89-02	6	6	1,056
DTE 23A Forms	75	75	15,593
GL Object Codes	1	1	32
GL Organization Codes	1	1	16
Purchase Order by G/L Segment	6	6	1,135
School Tax Budgets 2005-2006	14	14	2,783
School Tax Budgets 2006-2007	15	15	3,054
Transfers and Conveyance Sheets	367	2,936	54,156
Vendors License	47	47	1,946
	613	3,182	94,880
Clerk of Court			
Appeals Miscellaneous Cases 1997-2001	42	42	8,522
Civil Notices (CV-3)	180	180	6,183
Criminal Case Files 2003	2,967	2,967	611,051
Juvenile JU Case Files 2003	4,831	4,831	995,529
	8,020	8,020	1,621,285

Paper Image Production

Document Scanners	Masters	Duplicates	Images
Microfiche			
Microfilming Center			
Expungement Request Forms	1	1	47
Production Reports	3	3	250
RC-3 & Related Project Forms	2	2	236
Work Verification Forms	26	26	4,858
	32	32	5,391
Sheriff			
Personnel Files 7/2005-12/2007	322	322	63,843
Microfiche Totals	8,987	11,556	1,785,399
Microfiche and Electronic			
Auditor			
DTE 23A Forms	22	22	4,210
Exemption Applications 2000-2002	95	95	18,325
Payroll Records 1986-1991	88	0	13,628
Abstract of Tax (Property Values) 1976-1985	10	0	1,998
Franklin County Budgets 1977-1981	18	0	3,599
Property Splits & Combinations 2006-2007	86	86	17,756
School Reports (Dist. Files) 1989-1990	17	0	3,381
Tax Levies (Bond & Tax Rates) 1921-1981	9	0	1,731
Tax Levies (Tax Reduction Factors) 1979-1984	9	0	1,819
	354	203	66,447
Roll Film 16mm			
Clerk of Court			
Domestic DR Case Files 2002	35	35	560,620
Juvenile Traffic Case Files 2005	7	7	109,090
Juvenile Traffic Case Files 2006	4	4	60,645
	46	46	730,355
Probate Court			
Estate Taxes	6	6	14,533
Recorder			
Daily Register of Cancellation Records	1	1	6,722
Roll Film 16mm Totals	53	53	751,610

Paper Image Production

Document Scanners	Masters	Duplicates	Images
Roll Film 16mm and Electronic			
Auditor			
Property Record Card Voids 1999	2	2	32,928
Special Assessments Due/Paid 1993-2002	1	0	20,482
	3	2	53,410
Clerk of Court			
Criminal MI Case Files 2006	1	1	7,409
Criminal Miscellaneous Cases 2002-2004	1	1	7,808
	2	2	15,217
Commissioners			
Personnel Files (Inactive) 1950-2003	32	0	493,172
Coroner			
Coroners Inquests 1994-1998	9	9	111,973
Domestic Relations Court			
Family Files	47	47	725,461
Sheriff			
Detective Bureau 1998-2004	37	0	574,999
Roll Film 16mm and Electronic Totals	130	60	1,974,232
Document Scanners Totals	9,524	11,872	4,654,017

Paper Image Production

Microfilm Cameras	Masters	Duplicates	Images
Microfiche Jackets 35mm			
Auditor			
Abstract of Tax Exempt Property 1950-1984	5	5	47
Abstract of Tax Real Property 1949-1983	67	67	390
	72	72	437
Recorder			
Condominium Plats	264	772	1,073
Plats	15	209	91
	279	981	1,164
Microfiche Jackets 35mm Totals	351	1,053	1,601
Roll Film 16mm			
Recorder			
Mortgage Books	10	10	60,836
Roll Film 35mm			
Auditor			
Additions & Subdivisions Index 1910	1	1	502
Plat Books (1-55) 1872-1992	14	14	10,134
Re-Appraisements 1944 A-R & 1950	3	3	1,635
	18	18	12,271
Recorder			
Cancellations & Assessments	4	0	2,668
Insurance Certificates & License Index	1	0	1,162
Land Patents 1871-1905	1	2	368
Original Index Pages	4	0	4,177
	10	2	8,375
Roll Film 35mm Totals	28	20	20,646
Microfilm Cameras Totals	389	1,083	83,083

Microfilm Image Production

Microfilm Scanners	Images
Microfiche Images	
Clerk of Court	
Appeals Daily (AP-1) 2003	10,400
Civil Daily (CV-1) 2003	1,532,328
Domestic Daily (DR-1) 2003	582,785
	2,125,513
Probate Court	
Ohio Estate Tax Returns	70,602
Recorder	
Soldiers Discharges Volumes 1-3 & Index	2,354
Soldiers Discharges Volumes 4-107	25,657
	28,011
Microfilm Scanners Totals	2,224,126

Microfilm Duplication

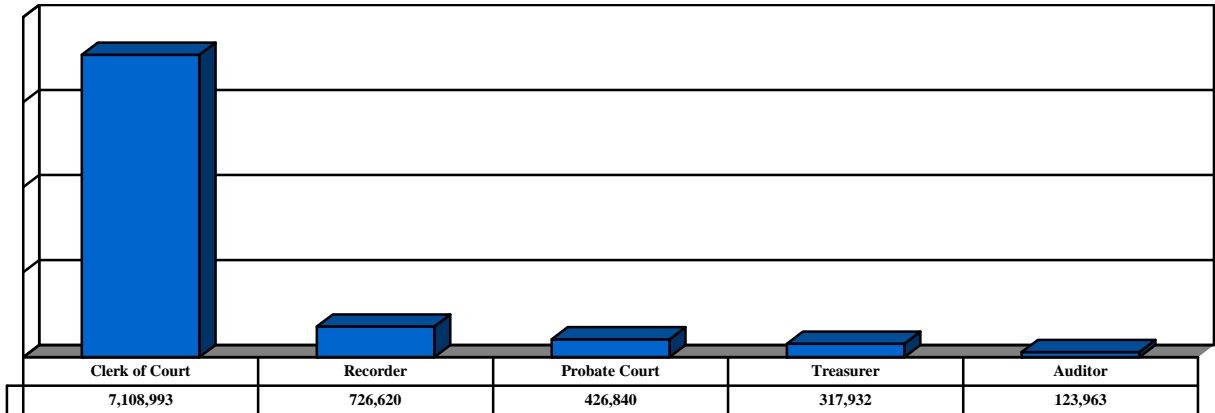
Duplicators	Duplicates Only
Microfiche	
Auditor	305
Clerk of Court	244
Probate Court	952
Recorder	11
Microfiche Totals	1,512
Roll Film 16mm	
Probate Court	4
Roll Film 35mm	
Recorder	7

Production Equipment Downtime

I.D. #	Description	Location	Down Hours
19	Kodak 35mm Planetary Camera	Microfilming Center	2.50
20	Tameran Planetary Camera	Microfilming Center	5.00
25	Allen Microfilm Processor	Microfilming Center	2.00
27	Bruning Microfiche Duplicator	Microfilming Center	.25
37	Datagraphix Microfiche Duplicator	Microfilming Center	41.25
49	Kodak 16mm Planetary Camera	Microfilming Center	3.00
328	Datagraphix COM Recorder	Microfilming Center	55.25
430	Canon Stand-Alone Scanner	Microfilming Center	6.00
513	Canon Stand-Alone Scanner	Microfilming Center	26.75
515	Canon Stand-Alone Scanner	Microfilming Center	1.00
519	Kodak High Volume Scanner	Microfilming Center	113.50
525	Kodak High Volume Scanner	Microfilming Center	44.00
526	Kodak Archive Writer	Microfilming Center	83.75
555	Mekel Microfiche Scanner	Microfilming Center	.50
Total			384.75

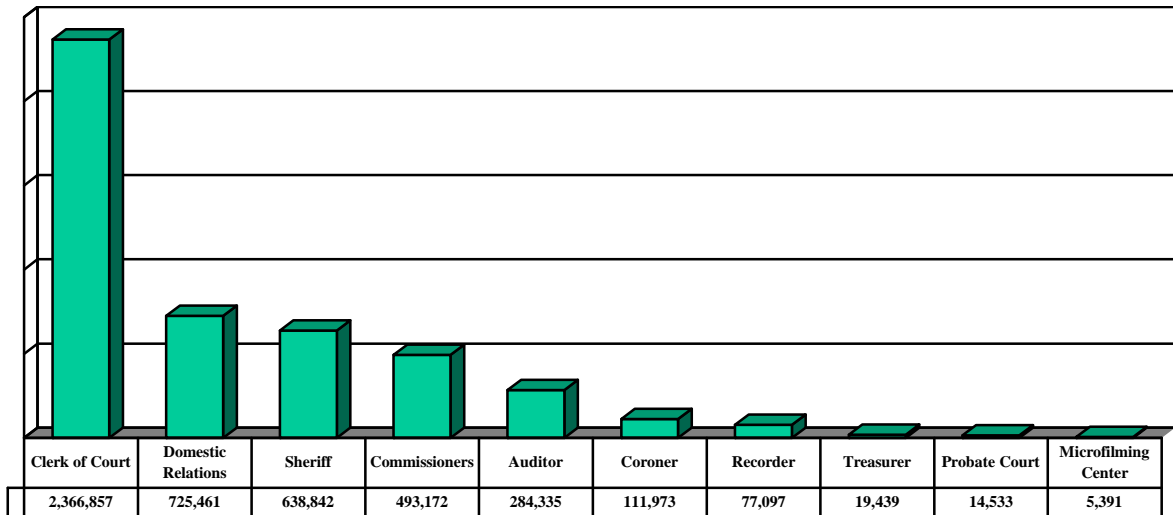
Electronic Image Production

8,704,348 electronic images transferred via the County network and downloaded to microfilm



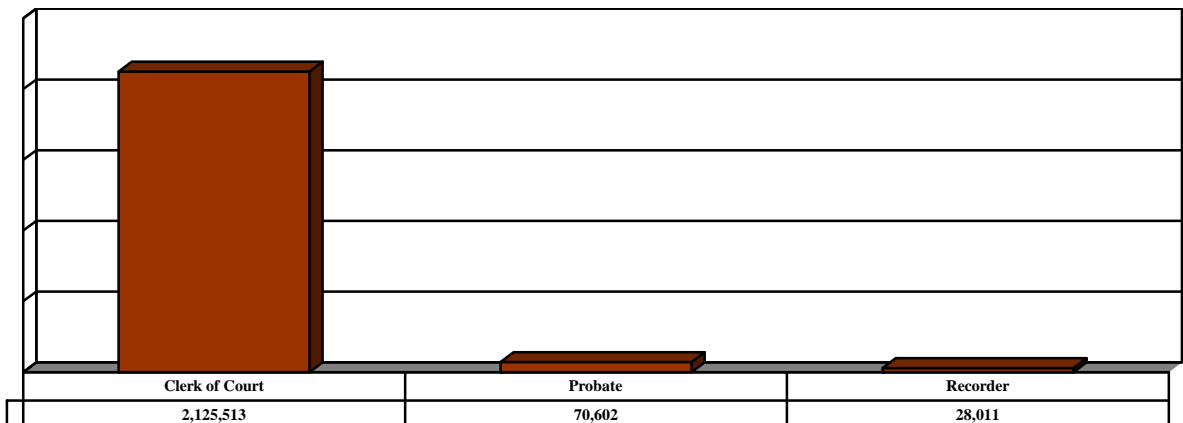
Paper Image Production

4,737,100 paper images converted to electronic and microfilm images



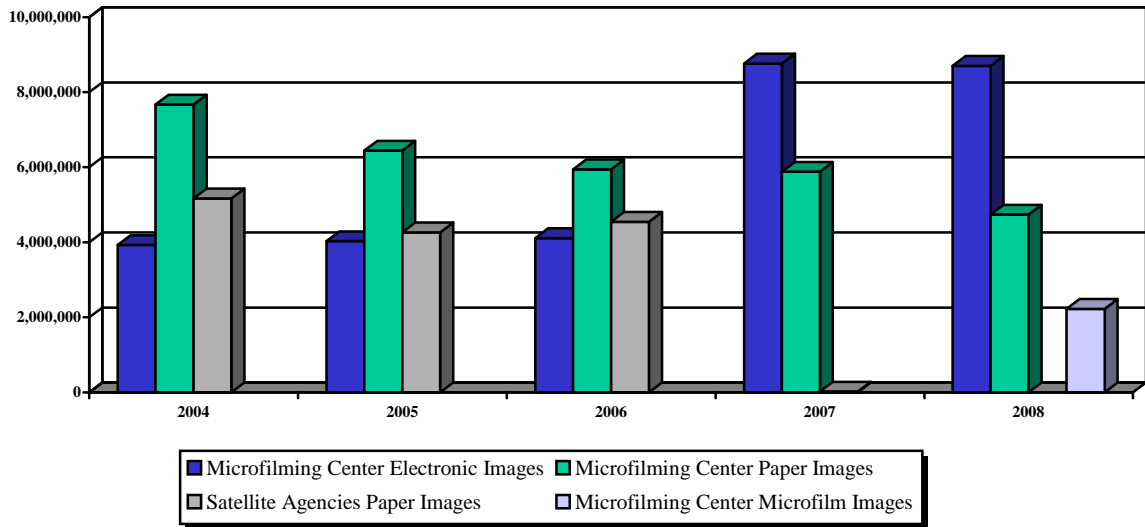
Microfilm Image Production

2,224,126 microfilm images converted to electronic images



Format Conversion Trends

Electronic, paper and microfilm images converted to microfilm and electronic images



Agency Conversion Trends

Total images converted per agency

