

FRANKLIN COUNTY MICROFILMING CENTER

2009 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 5, 2010

Introduction:

The Microfilming Center 2009 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, production has consistently increased. Initial goals of the Board were to centralize the County's microfilming operations and to microfilm a backlog of paper records for various agencies. The backlog was estimated at the time to be less than twelve million images. To date, more than 285 million images have been processed. Services have been expanded to include a first-rate COM (computer output microfilm) operation, document scanning, microfilm scanning and document indexing. New technology contributed to significant production increases while staff levels have remained relatively static in recent years. We have been able to adapt to change and perform very well.

Thanks to support from the Board of Commissioners, the Microfilming Center is now in a position to re-format records regardless of source. Consequently, large-scale paper storage is greatly reduced, electronic images downloaded to microfilm lessen the need for costly image migrations and old microfilm records are digitized to allow for easier retrieval and redaction of personal data. These cutting-edge capabilities place the Microfilming Center in an enviable position within the government archival industry.

Accomplishments and Goals:

- The multi-year process to add microfilm scanning and document indexing services was finalized in 2009. A roll film scanner was installed and electronic image indexing began. A significant decrease in the need to scan Clerk of Court paper files facilitated position re-assignments to staff the new services. However, the expected reduction in paper scanning was countered by a need to scan Recorder's Mortgages when a traditional microfilm camera failed. Extensive trial-and-error time was required to make scanning work for this special project, but the increased output has been more than worth the effort.
- More than 21.6 million images were created from 19.5 million images submitted for conversion. Approximately 12.3 million were dedicated to microfilm while 9.3 million electronic images were created. Over 6.1 million images were indexed. The Franklin County Clerk of Court, Probate Court, Prosecutor, Recorder and Auditor are offices that presented sizeable projects.

- The Clerk of Court's duplicate microfiche needs have fallen sharply since the office began scanning the documents and making records available online. The annual number of duplicates decreased from 256,600 in 2007 to 67,526 in 2009; reducing annual costs by approximately \$6,500.
- Microfilm reader printer use continues to decline as more records are stored and retrieved electronically. Our effort to maintain outdated reader printers has been successful to date. In 2008, twelve low-use units were removed from an annual maintenance agreement. They are maintained on a per-call basis now, saving over eleven thousand dollars annually on the contract price. The per-call costs for 2008 and 2009 was \$4,440; a net two-year savings of more than eighteen thousand dollars. The decline in usage should stabilize in 2011 when the Clerk's office is expected to have five years of records online. At that time, we plan to consolidate newer units, retire outdated ones and assess needs going forward. Contract and toner savings allowed the Center to offset a 2009 price increase for archival microfilm storage. Rental fees doubled under a new County contract with Fireproof Records Center.
- We continue to market our services to other government agencies within and outside Franklin County. Recorder Montgomery's position on the Franklin County Records Commission and membership in the Ohio Recorders Association are examples of venues where potential projects are developed. Agencies with conversion needs that were initiated through the Records Commission included the Franklin County Economic Development and Planning Department and the Alcohol, Drug and Mental Health Board. Data Center representatives continue to play a role in marketing our services as well. Their role in information technology makes them a ready liaison for our services.

We want to thank the Microfilming Board and the Board of Commissioners. Their support allows provision of the most current and reliable services available to meet the needs of our clients. The Data Center and Public Facilities Management were instrumental in getting new microfilm scanning and document indexing services up and running. Thanks are extended to our dedicated staff as well. Their concern for quality production contrasts sharply with work we see from other quarters. We will continue addressing the records retention needs of Franklin County agencies as efficiently as possible in these tough economic times.

Respectfully Submitted,

RECORDER ROBERT G. MONTGOMERY, ADMINISTRATOR

By: Deputy Recorder Marvin Farley, Director

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2009 Franklin County Microfilming Board

Officers and Members

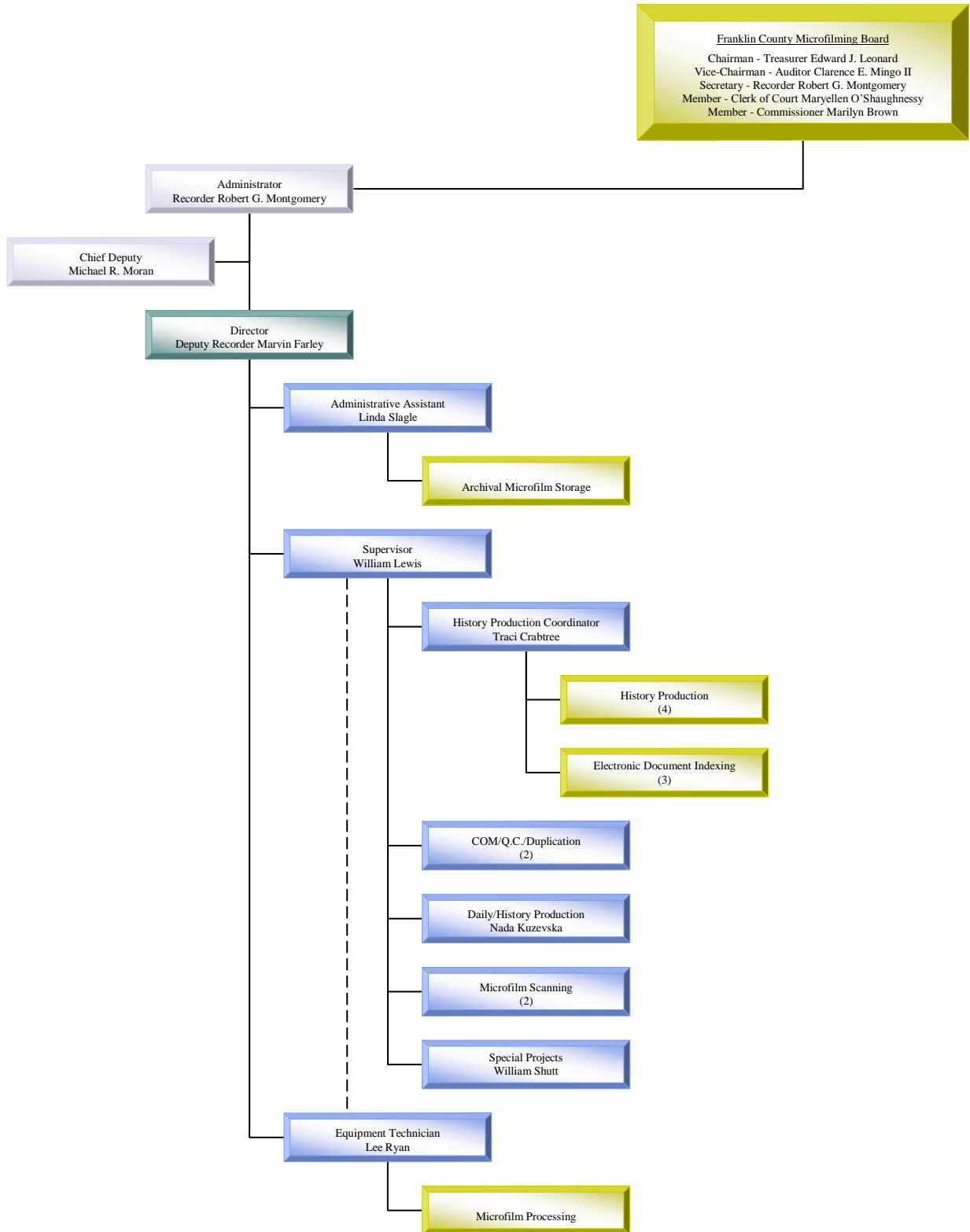
Chairman the Honorable **Edward J. Leonard**, Franklin County Treasurer
Vice-Chairman the Honorable **Clarence E. Mingo II**, Franklin County Auditor
Secretary the Honorable **Robert G. Montgomery**, Franklin County Recorder
Member..... the Honorable **Maryellen O'Shaughnessy**, Franklin County Clerk of Court
Member..... the Honorable **Marilyn Brown**, Franklin County Commissioner

Representatives

For Treasurer Edward J. Leonard Deputy Treasurer Deidre Thompson
..... Deputy Treasurer Lillian Williams
For Auditor Clarence E. Mingo II..... Chief Deputy Anthony Frissora
..... Deputy Auditor Gary Woodward
..... Deputy Auditor George Mance
For Recorder Robert G. Montgomery..... Chief Deputy Michael R. Moran
..... Deputy Recorder Curtis Johnson
..... Deputy Recorder Brian Evans
For Clerk Maryellen O'Shaughnessy..... Chief Deputy Mary Austin-Palmer
..... Deputy Clerk Edwin Kirby
..... Deputy Clerk Patrick McSweeney
For Commissioner Marilyn Brown..... Administrative Assistant Laura Stehle
..... 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	552,660	0	552,660	560,475.15	-7,815.15
Sick Leave - Wellness Pay Out	0	0	0	1,678.80	-1,678.80
Retroactive Adjustment	0	0	0	3,594.08	-3,594.08
PERS	77,364	0	77,364	79,204.75	-1,840.75
Medicare	8,040	0	8,040	7,324.31	715.69
COTA Contributions	0	0	0	1,529.30	-1,529.30
Fringe Benefits	204,816	0	204,816	204,816.00	0
Employee Benefit Contributions	-18,240	0	-18,240	-15,935.68	-2,304.32
Workers Compensation	5,682	0	5,682	4,559.73	1,122.27
Services and Charges	129,950	-8,500	121,450	122,122.55	-672.55
Materials and Supplies	58,100	-10,675	47,425	43,645.73	3,779.27
Capital Equipment	57,700	0	57,700	57,700.00	0
* Totals	1,076,072	-19,175	1,056,897	1,070,714.72	-13,817.72

* Funding control is at the agency level. When viewing the Recorder's budget in its entirety, the negative balance is covered.

Revenue

Description	Amount
Microfilm Copy Receipts	14,106.00
Interfund Services and Charges	0
Total	14,106.00

Electronic Image Production

Data Center/Agency Servers	Masters	Duplicates	Images
Microfiche			
Auditor			
Abstract Report-DTE Form 93	2	2	186
Abstract VCH Entries	392	392	81,533
Accumulated Delinquent Duplicate-PPDQ	1	2	190
Agricultural Detail Report	2	2	315
Agricultural DTE Form 114	1	1	9
All VCH Entries	402	402	83,557
County Value Reports	1	1	137
Current Overpay-PPTX	2	4	26
Delinquent Duplicate-PPDQ	1	2	110
Delinquent Land List Master	13	13	2,611
Delinquent Tax List-PPHT	12	12	2,287
DTE 15	1	1	6
DTE 15 Detail	1	1	37
DTE 15 Error	1	1	32
Homestead Application Report	30	30	6,158
Ownership Index	39	156	8,073
Parcel Land Report	10	10	2,050
Payroll Accruals	104	104	21,111
Payroll Proofs	233	233	45,830
Summary of Charges 1	4	24	564
Summary of Charges 2	4	24	564
Summary of Charges 3	4	24	564
Summary of Charges All	4	24	564
Tax Abstract	1	2	135
Unpaid Duplicate-PPTX	12	24	1,995
	1,277	1,491	258,644
Clerk of Court			
Appeals Daily (AP-1)	900	900	174,897
Appeals Index	468	0	89,204
Civil Daily (CV-1)	13,334	26,668	2,559,863
Civil Daily (Sealed)	103	103	19,875
Civil Index	2,235	104	459,209
Confidential Disbursement Order	1	1	202
Criminal Daily (CR-1)	3,266	3,266	628,898
Criminal Daily (Sealed)	13	13	2,477
Criminal Expungements (CR-3)	187	187	7,290
Criminal Index	932	72	188,282
Domestic Daily (DR-1)	3,291	3,291	637,693
Domestic Daily (Sealed)	4	4	767

Electronic Image Production

Data Center/Agency Servers	Masters	Duplicates	Images
Microfiche			
Clerk of Court			
Domestic Index	1,560	1,800	319,413
Domestic Notices (DR-2)	300	300	39,978
Domestic Proof of Issuances	304	304	38,480
Juvenile Abortions (JA-1)	1	1	188
Juvenile Blue Mailers, Waivers & H.N.	354	354	50,741
Juvenile Case Initiation Files (JU-2)	548	548	104,814
Juvenile Daily (JU-1)	4,003	4,003	783,700
Juvenile Daily (Sealed)	1	1	74
Juvenile Index	4,508	350	932,487
Juvenile Proof of Issuances	328	328	42,390
Juvenile Traffic Daily (JT-1)	387	387	55,415
Juvenile Traffic Notices & POI's (JT-2)	18	18	2,746
Notary Signature Cards (CV-8)	6	30	1,201
	37,052	43,033	7,140,284
Probate Court			
Adoption Records	186	186	37,982
Confidential File Room Records	3	6	86
General Records	2,024	2,024	413,288
General Records Re-Runs	274	274	56,295
Marriage Records	201	201	40,656
Mental Commitment Records	58	58	10,625
	2,746	2,749	558,932
Prosecutor			
PR-1 Criminal Cases 1992	1,072	1,072	222,247
PR-1 Criminal Cases Miscellaneous 1992	58	58	1,184
	1,130	1,130	223,431
Recorder			
General Index	215	645	43,834
Official Records	3,738	11,618	751,259
	3,953	12,263	795,093
Treasurer			
Tax Duplicates	1,264	3,792	261,788
Data Center/Agency Servers Totals	47,422	64,458	9,238,172

Paper Image Production

Document Scanners	Masters	Duplicates	Images
Electronic			
Auditor			
Homestead Applications 2007	0	0	48,622
W & M Inspections Active Files 2007	1	0	1,280
	1	0	49,902
Microfilming Center			
Alternate Representative Letters 1993-2008	0	0	97
Annual Reports 2007-2008	0	0	37
Budget Requests 2007-2008	0	0	31
Microfilming Board Minutes 2007-2008	0	0	116
Microfilming Board Resolutions 2007-2008	0	0	31
Quarterly Reports 2007-2008	0	0	94
	0	0	406
Treasurer			
Address Change Cards	0	0	23,282
Electronic Totals	1	0	73,590
Microfiche			
Auditor			
Tax Budgets 2007	32	32	6,162
School Tax Budgets 2007-2008	17	17	3,357
Transfers and Conveyance Sheets	230	1,657	32,200
Vendor License Applications	46	46	1,569
	325	1,752	43,288
Clerk of Court			
Civil Notices (CV-3)	14	14	845
Microfilming Center			
Expungement Request Forms	1	1	44
Production Reports	4	4	296
RC-3 & Related Project Forms	2	2	279
Work Verification Forms	24	24	3,754
	31	31	4,373
Microfiche Totals	370	1,797	48,506

Paper Image Production

Document Scanners	Masters	Duplicates	Images
Microfiche and Electronic			
Auditor			
County Value Reports	29	29	6,597
DTE 23A Forms	60	60	13,045
Payroll Accruals 1999-2008	19	0	3,826
Payroll Proofs 1994-2008	67	0	13,906
Payroll Registers 1992-1993	3	0	620
Timesheets 1999-2008	29	0	5,967
	207	89	43,961
Clerk of Court			
Criminal Expungements 2005	30	30	6,115
Microfiche and Electronic Totals	237	119	50,076
Roll Film 16mm			
Adult Probation			
Closed Project Progress Files 2002	14	14	211,200
Closed Project Progress Files Misc. 1991-2001	1	1	11,306
	15	15	222,506
Clerk of Court			
Juvenile Traffic Cases 2006	3	3	38,377
Commissioners			
Life Insurance Beneficiary Cards 1948-2005	1	1	19,073
Life Insurance Beneficiary Cards 2006	1	1	1,067
	2	2	20,140
Recorder			
Mortgage Books	64	64	529,778
Roll Film 16mm Totals	84	84	810,801

Paper Image Production

Document Scanners	Masters	Duplicates	Images
Roll Film 16mm and Electronic			
Auditor			
Board of Revision Cases 2005	7	0	103,096
Board of Revision Cases 2006	5	0	69,239
Board of Revision DTE 23A Forms 2006-2007	3	0	33,355
Board of Revision Minutes 2006-2008	2	0	26,668
Board of Revision Cases Miscellaneous 2004	1	0	4,365
Forfeited Lands and Lots 1974-2001	3	3	38,870
	21	3	275,593
Clerk of Court			
Criminal Cases Miscellaneous 2000	5	5	78,507
Criminal Cases Miscellaneous 2001	9	9	127,111
Criminal Cases Miscellaneous 2002	9	9	133,657
Domestic DR Cases Miscellaneous 2002	1	1	13,112
	24	24	352,387
Prosecutor			
PR-1 Juvenile Cases 2004	30	0	472,553
PR-1 Juvenile Cases 2005	33	0	525,116
	63	0	997,669
Sheriff			
Detective Bureau 1998-2004	16	1	247,491
Detective Bureau 2005	9	0	135,131
	25	1	382,622
Veterans Service Commission			
Financial Assistance Applications 1928-2002	9	0	110,668
Minute Books 1922-2008	1	0	7,694
	10	0	118,362
Roll Film 16mm and Electronic Totals	143	28	2,126,633
Document Scanners Totals	835	2,028	3,109,606

Paper Image Production

Microfilm Cameras	Masters	Duplicates	Images
Microfiche Jackets 35mm			
Recorder			
Condominium Plats	151	302	579
Plats	7	85	39
	158	387	618
Roll Film 16mm			
Recorder			
Mortgage Books	7	7	42,825
Microfilm Cameras Totals	165	394	43,443

Microfilm Duplication

Duplicators	Duplicates Only
Microfiche	
Auditor	337
Clerk of Court	399
Probate Court	13
Recorder	16
Microfiche Totals	765
Roll Film 16mm	
Probate Court	6

Microfilm Image Production

Microfilm Scanners	Images
Microfiche Images	
Clerk of Court	
Appeals Daily (AP-1) 2003	284,400
Appeals Daily (AP-1) 2004	272,600
Civil Daily (CV-1) 2004	1,543,398
Civil Daily (CV-1) 2005	435,410
Criminal Daily (CR-1) 2003	609,813
Criminal Daily (CR-1) 2004	599,200
Domestic Daily (DR-1) 2004	560,798
Juvenile Daily (JU-1) 2003	840,018
Juvenile Daily (JU-1) 2004	841,457
	5,987,094
Recorder	
Deed Index Books 1-12	96,947
Soldiers' Discharges Volumes 4-107	59,985
	156,932
Microfiche Images Totals	6,144,026
Roll Film Images	
Probate Court	
Marriage Records 1951-2002	393,712
Ohio Estate Tax Returns	565,097
	958,809
Recorder	
Deed Index Books	8,206
Roll Film Images Totals	967,015
Microfilm Scanners Totals	7,111,041

Electronic Indexing Production

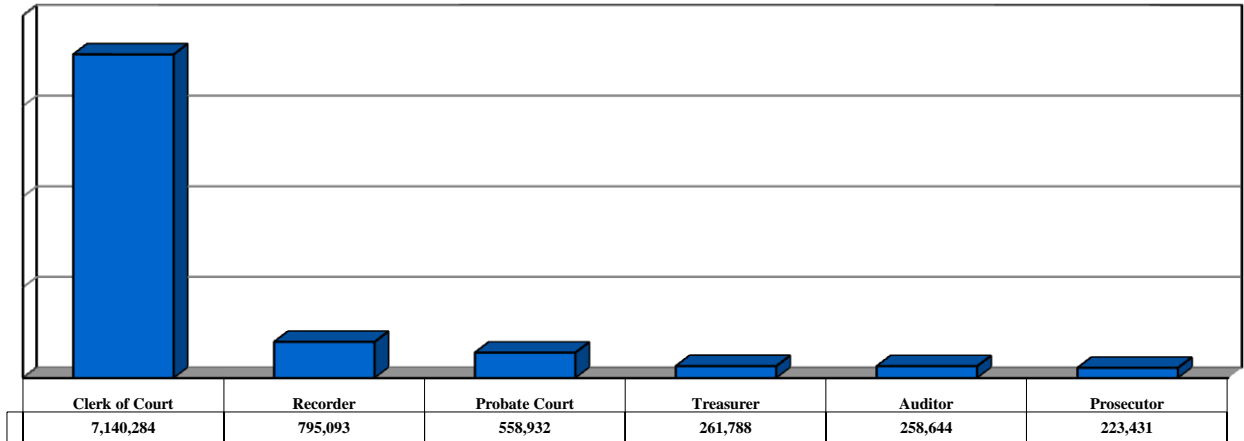
Indexing Stations	Images
Indexed Images	
Auditor	
Homestead Applications 2007	30,708
Clerk of Court	
Appeals Daily (AP-1) 2003	133,841
Appeals Daily (AP-1) 2004	55,834
Civil Daily (CV-1) 2003	520,161
Civil Daily (CV-1) 2004	1,506,539
Criminal Daily (CR-1) 2003	598,689
Criminal Daily (CR-1) 2004	574,293
Domestic Daily (DR-1) 2003	424,347
Domestic Daily (DR-1) 2004	560,986
Juvenile Daily (JU-1) 2003	744,930
Juvenile Daily (JU-1) 2004	865,744
	5,985,364
Probate Court	
Ohio Estate Tax Returns	159,462
Indexing Stations Totals	6,175,534

Production Equipment Downtime

I.D. #	Description	Down Hours
20	Tameran Planetary Camera	.50
25	Allen Microfilm Processor	24.00
26	Ozalid Roll Film Duplicator	2.25
27	Bruning Microfiche Duplicator	.75
37	Datagraphix Microfiche Duplicator	38.25
49	Kodak Planetary Camera	6.25
328	Datagraphix COM Recorder	110.50
513	Canon Stand-Alone Scanner	.25
519	Kodak High Volume Scanner	28.75
525	Kodak High Volume Scanner	24.75
526	Kodak Archive Writer	39.25
554	Mekel Microfiche Scanner	132.75
555	Mekel Microfiche Scanner	13.75
558	Mekel Microfilm Scanner	9.00
Total		431.00

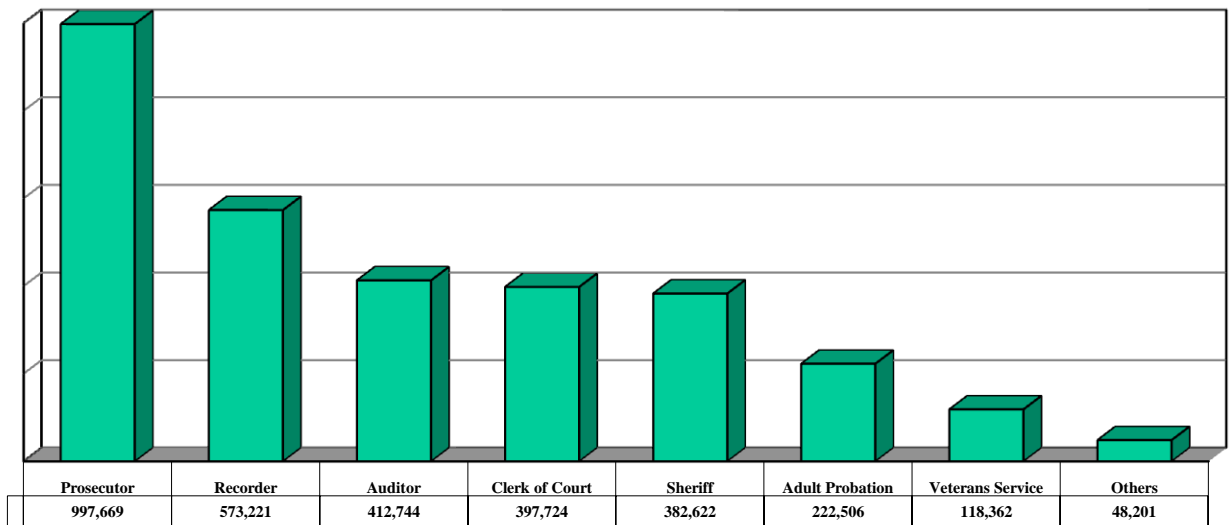
Electronic Image Production

9,238,172 electronic images transferred via the County network and downloaded to microfilm



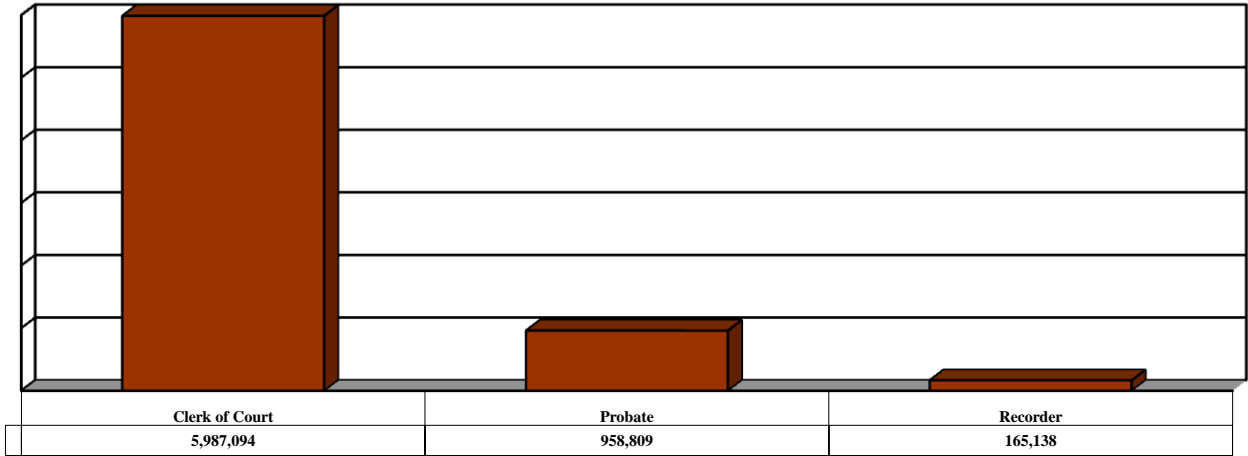
Paper Image Production

3,153,049 paper images converted to electronic and microfilm images



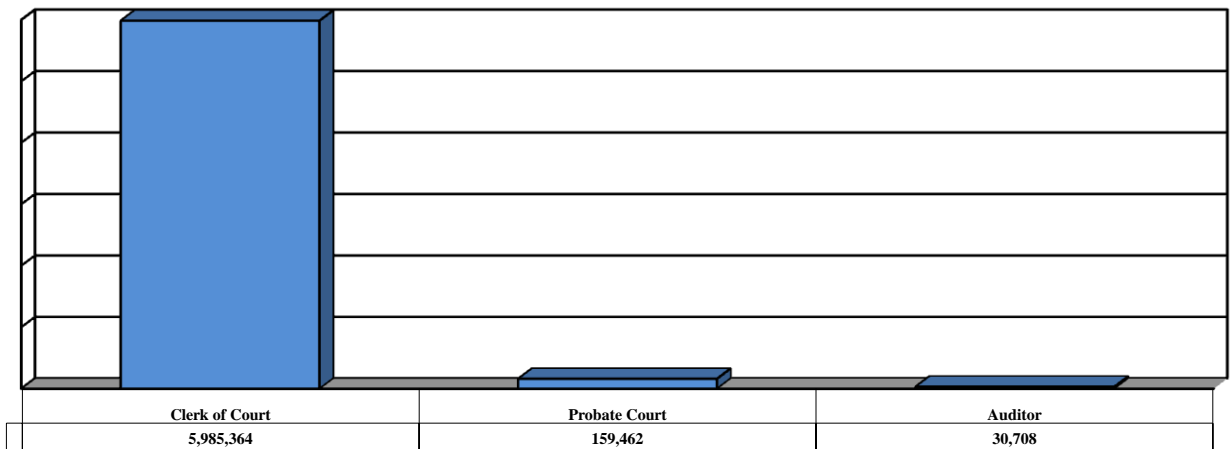
Microfilm Image Production

7,111,041 microfilm images converted to electronic images



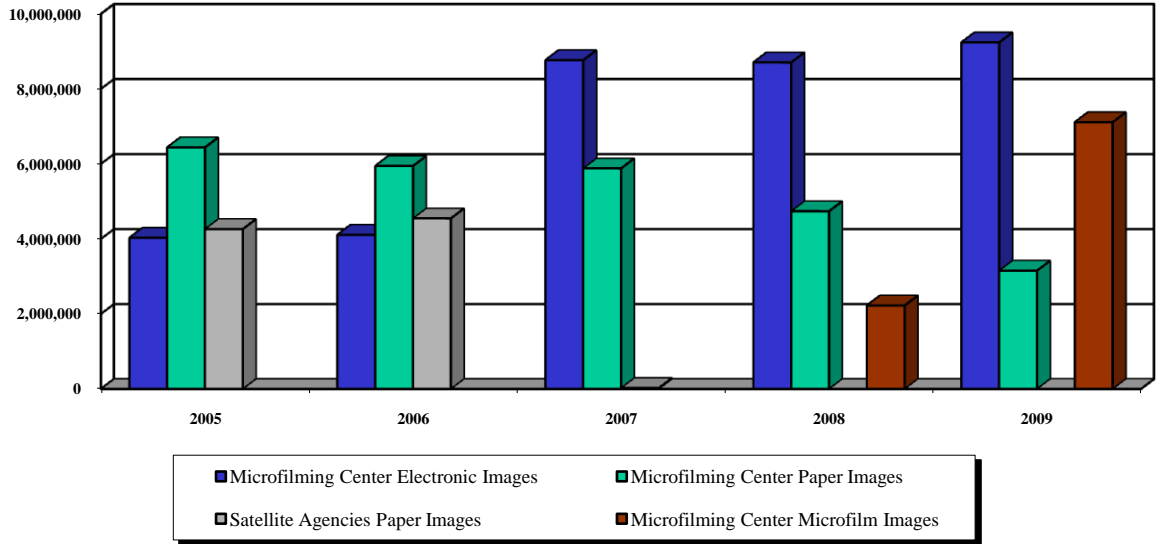
Electronic Indexing Production

6,175,534 electronic images indexed



Format Conversion Trends

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



Agency Conversion Trends

Total images converted per agency

