



# FRANKLIN COUNTY MICROFILMING CENTER

## 2010 ANNUAL REPORT

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

Prepared by: Honorable Daphne Hawk, Administrator  
Franklin County Recorder  
Marvin Farley, Director  
Franklin County Microfilming Center

Submitted: April 4, 2011

**Introduction:**

The Microfilming Center 2010 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:**

When the Microfilming Board was established in 1985, various County agencies were microfilming daily documents using outdated microfiche cameras. Probate Court was microfilming documents on roll film and inserting the film into microfiche jackets. Both processes were slow and inefficient. The Microfilming Center began operations in 1986 with an initial goal of microfilming twelve million historical documents from several agencies. These records were processed using faster rotary cameras to produce images on roll film. Outdated microfiche cameras were replaced with newer models in 1990 but little else changed in the County's document capture techniques for several years.

In 1997, the Recorder began filing documents electronically. In 1999, the Center followed up with the purchase of a COM (computer output microfilm) recorder to download digital images and text data to microfiche. Prior to this, COM service for text and indexing data was outsourced to the State of Ohio. Beginning in 2002, three rotary cameras in the Center were replaced with two digital document scanners; changing the landscape in terms of production speed and quality. The COM recorder workload increased significantly as other agencies began to capture images electronically. A COM device for roll film was added in 2004, aiding efficiency by increasing the number of images on a roll of film by approximately 170 percent. In 2007, the Clerk of Courts replaced the last of the microfiche cameras with digital scanners. Since then, electronic conversion is nearly exclusive. The only exception is the need to film large detailed documents, such as plat maps, on traditional microfilm cameras.

In 2008 and 2009 microfilm scanners were purchased to digitize images from microfiche and roll film. At the same time, indexing stations were added, making the range of services provided by the Center comprehensive. With the noted exception, County documents are converted to and from any format. To date, more than 307 million images have been processed.

The Center has evolved from an operation that provided microfilming of paper documents with outsourced COM service to a modern operation that provides paper and microfilm scanning, electronic document archiving to microfilm and electronic document indexing. New technology contributed to significant production and quality increases while staff levels remain relatively unchanged.

Franklin County continues to benefit from these services. The need for extensive paper storage is greatly reduced, digital images downloaded to microfilm diminish the need for costly image migrations and old microfilm records are digitized to allow for easier retrieval and redaction of personal data. In many cases, microfilm records are the only copy the County retains that can be read without sophisticated electronics. These capabilities place Franklin County in a position to meet its records management needs for the foreseeable future.

#### **Accomplishments and Goals:**

- Over 20.8 million images were created from 19.7 million submitted for conversion. Nearly 10.5 million were dedicated to microfilm while 10.3 million digital images were created. Over six million images were indexed. The Franklin County Clerk of Courts, Auditor, Probate Court and Recorder are offices that presented substantial projects.
- One result of the migration from traditional to electronic document management is a reduction in microfilm reader printer usage. Several years ago, an effort to maintain outdated analog reader printers began after those in high-volume applications were replaced with new digital units. The usage reduction afforded an opportunity to reduce maintenance costs. Low-volume units were removed from annual maintenance agreements and are maintained on a per-call basis. This change currently is saving approximately ten thousand dollars annually, with potential for more. Usage is expected to stabilize after the Clerk's most active files are all online later this year. Subsequently, we hope to consolidate newer units and retire outdated ones. Any older units remaining in use will be considered for replacement. A corresponding decrease in toner usage for the reader printers allowed the Center to offset price increases in other materials and services.

- Additional microfilming equipment issues surfaced with the evolution in records management techniques. Microfilm processor usage decreased, making it difficult to maintain proper chemical strength. The chemicals deteriorate without regular use, requiring constant processing speed adjustments to compensate. Microfilm viewer usage decreased, leaving a stockpile of units that may have limited use later. The availability of new microfilm production equipment is greatly reduced. A limited number of roll film items are available but microfiche items are nearly non-existent. Parts can be difficult to acquire as well. Microfiche are better suited for records captured incrementally. Currently, most of the County's records are processed in this manner. If support for the format is eliminated, it would be necessary to change procedures to accommodate the use of roll film for all microfilm images. Possible solutions include reducing production frequency, combining multiple records on single rolls and filming projects concurrently on separate rolls.
- We continue efforts to make our services available for all Franklin County agencies needing them and remain vigilant to the needs of other government agencies as well. Our workload remains full in all areas. However, we seek opportunities to provide service to outside entities as a means for revenue enhancement. Data Center representatives continue to play a part in marketing our services. Their role in information technology makes them a natural coordinator.

We want to thank the Microfilming Board and the Board of Commissioners for their support over the years. The support has been invaluable during this time of monumental change. We appreciate the Data Center for its ongoing role of setting indexing parameters in the County's Intellivue software system. Our dedicated staff deserves recognition as well for their concern for quality production. We will continue to address the County's records management needs while staying abreast of changes that may further increase efficiency.

Respectfully Submitted,

RECORDER DAPHNE HAWK, ADMINISTRATOR

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By: Deputy Recorder Marvin Farley, Director

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# 2010 Franklin County Microfilming Board

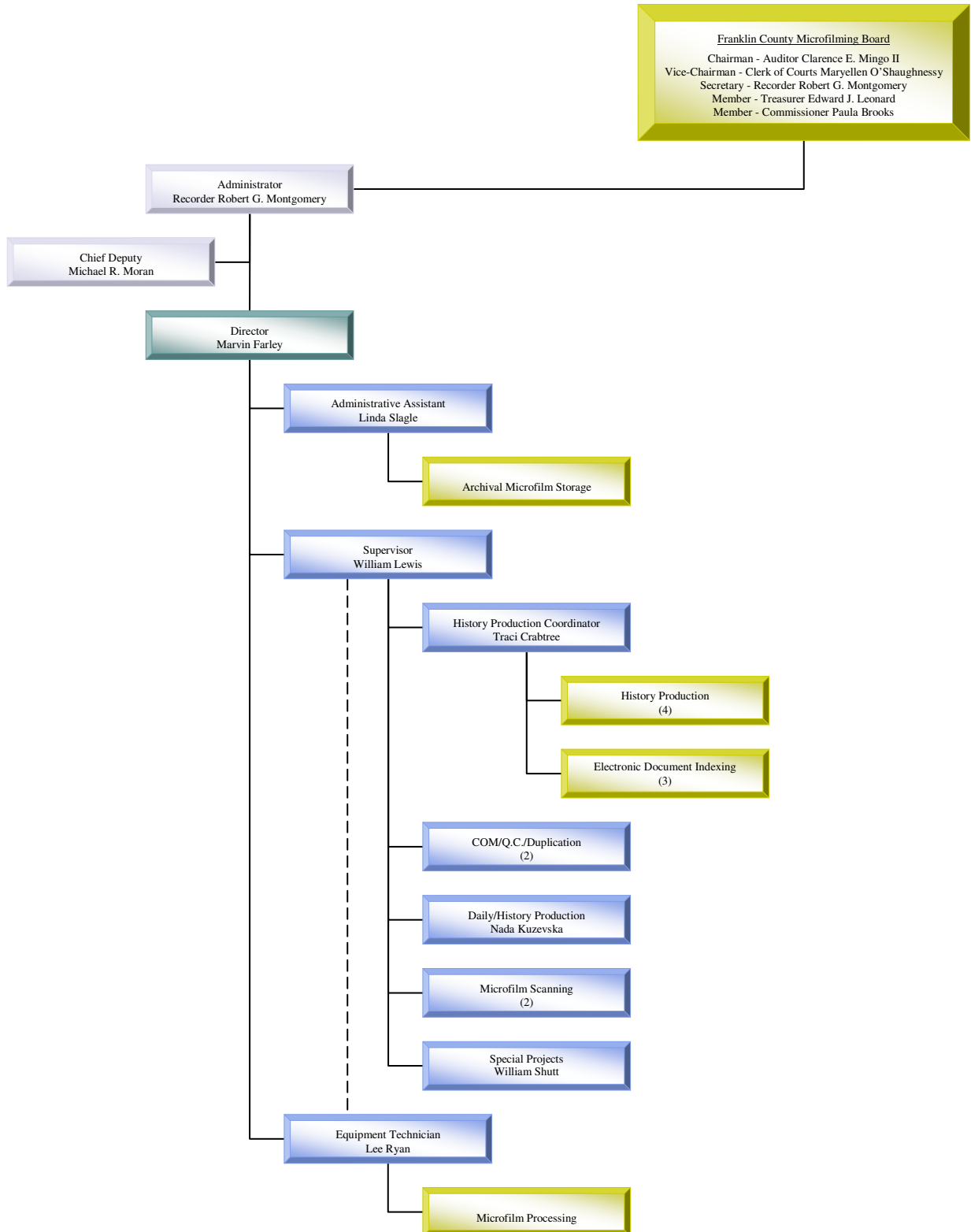
## Officers and Members

Chairman..... the Honorable **Clarence E. Mingo II**, Franklin County Auditor  
Vice-Chairman..... the Honorable **Maryellen O’Shaughnessy**, Franklin County Clerk of Courts  
Secretary..... the Honorable **Robert G. Montgomery**, Franklin County Recorder  
Member ..... the Honorable **Edward J. Leonard**, Franklin County Treasurer  
Member ..... the Honorable **Paula Brooks**, Franklin County Commissioner

## Representatives

For Auditor Clarence E. Mingo II.....Chief Deputy Anthony Frissora  
..... Deputy Auditor Gary Woodward  
..... Deputy Auditor George Mance  
For Clerk of Courts Maryellen O’Shaughnessy .....Deputy Clerk of Courts Edwin Kirby  
..... Deputy Clerk of Courts Patrick McSweeney  
For Recorder Robert G. Montgomery ..... Chief Deputy Michael R. Moran  
..... Deputy Recorder Brian Evans  
For Treasurer Edward J. Leonard .....Deputy Treasurer Deidre Thompson  
.....Deputy Treasurer Lillian Williams  
For Commissioner Paula Brooks..... Board of Commissioners Clerk Debra Willaman

# Organizational Chart



## Appropriations and Expenditures

Description	Original Appropriations	Transfers/ Adjustments	Revised Budget	Expenditures	Balance
Salaries and Wages	547,352	5,485	552,837	584,446.20	-31,609.20
Sick Leave - Wellness Pay Out	0	0	0	2,414.96	-2,414.96
Retroactive Adjustment	0	0	0	2,458.01	-2,458.01
PERS	76,629	768	77,397	82,504.78	-5,107.78
Medicare	7,937	80	8,017	7,084.19	932.81
COTA Contributions	0	0	0	1,562.40	-1,562.40
Fringe Benefits	219,504	0	219,504	229,726.00	-10,222.00
Employee Benefit Contributions	-19,860	0	-19,860	-21,012.50	1,152.50
Workers Compensation	5,664	0	5,664	5,029.23	634.77
Services and Charges	138,400	0	138,400	122,636.43	15,763.57
Materials and Supplies	48,000	0	48,000	32,519.41	15,480.59
Capital Equipment	0	0	0	0	0
<b>* Totals</b>	<b>1,023,626</b>	<b>6,333</b>	<b>1,029,959</b>	<b>1,049,369.11</b>	<b>-19,410.11</b>

\* 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	13,668.01
Interfund Services and Charges	0
<b>Total</b>	<b>13,668.01</b>



## 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	135
Abstract VCH Entries	37	37	7,654
Account Trial Balance	4	4	720
Accumulated Delinquent Duplicate-PPDQ	4	8	637
Agricultural Detail Report	2	2	314
Agricultural DTE Form 114	1	1	8
All VCH Entries	45	45	9,272
County Value Reports	1	1	135
Delinquent Duplicate-PPDQ	34	68	5,602
Delinquent Land Certificates List	2	2	349
Delinquent Tax List-PPHT	28	28	5,332
GL Account History-Expense	55	55	11,416
GL Account History-Revenue	6	6	1,128
Homestead Application Report	31	31	6,273
Parcel Land Report	5	5	1,024
Payments-PPDQ	1	2	6
Payroll Accruals	123	123	22,736
Payroll Proofs	298	298	60,101
Settlement Abstract-PPTX	2	4	24
Summary of Charges 1	5	30	705
Summary of Charges 2	5	30	705
Summary of Charges 3	5	30	705
Summary of Charges All	5	30	705
Tax Abstract	1	2	132
Unpaid Duplicate-PPTX	2	4	400
Vendor Invoice List	45	45	9,154
	<b>749</b>	<b>893</b>	<b>145,419</b>
Clerk of Courts			
Appeals Daily (AP-1)	1,052	1,052	203,034
Appeals Index	468	0	93,030
Civil Daily (CV-1)	13,173	26,346	2,519,883
Civil Daily (Sealed)	128	128	24,662
Civil Index	2,551	0	525,394
Confidential Disbursement Order	1	1	197
Criminal Case Dispositions Alpha	11	11	2,115
Criminal Case Dispositions Numeric	11	11	2,115
Criminal Daily (CR-1)	3,091	3,091	590,905

## Electronic Image Production

Data Center/Agency Servers	Masters	Duplicates	Images
Microfiche			
Clerk of Courts			
Criminal Daily (Sealed)	45	45	8,585
Criminal Index	1,001	0	203,601
Domestic Daily (DR-1)	3,031	3,031	584,878
Domestic Daily (Sealed)	3	3	391
Domestic Index	1,660	1,660	339,333
Domestic Notices (DR-2)	301	301	40,101
Domestic Proof of Issuance	294	294	36,434
Juvenile Abortions (JA-1)	1	1	145
Juvenile Blue Mailers, Waivers & H.N.	376	376	53,372
Juvenile Case Initiation Files (JU-2)	505	505	97,047
Juvenile Daily (JU-1)	4,164	4,164	808,644
Juvenile Daily (Sealed)	25	25	4,553
Juvenile Index	4,981	0	1,030,565
Juvenile Proof of Issuances	317	317	43,961
Juvenile Traffic Daily (JT-1)	303	303	40,246
Juvenile Traffic Daily (Sealed)	1	1	51
Juvenile Traffic Notices & POI's (JT-2)	25	25	3,393
Notary Signature Cards (CV-8)	1	5	93
	<b>37,520</b>	<b>41,696</b>	<b>7,256,728</b>
Probate Court			
Adoption Records	237	237	47,994
Confidential File Room Records	1	2	6
General Records	2,072	2,072	423,489
Marriage Records	186	186	37,737
Mental Commitment Records	52	52	9,252
	<b>2,548</b>	<b>2,549</b>	<b>518,478</b>
Recorder			
Court Cancellations 5/26/1976-7/25/1980	23	0	4,141
General Index	226	678	45,755
Official Records	3,768	11,304	755,317
	<b>4,017</b>	<b>11,982</b>	<b>805,213</b>
Treasurer			
Tax Duplicates	1,584	4,752	328,573
<b>Data Center/Agency Servers Totals</b>	<b>46,418</b>	<b>61,872</b>	<b>9,054,411</b>

## Paper Image Production

Document Scanners	Masters	Duplicates	Images
Electronic			
Commissioners			
Invoices 2007	1	0	6,357
Payments 2008	1	0	6,502
	<b>2</b>	<b>0</b>	<b>12,859</b>
Microfilming Center			
Budget Requests 2009	0	0	17
Microfilming Board Minutes 2009	0	0	63
Microfilming Board Resolutions 2009	0	0	13
	<b>0</b>	<b>0</b>	<b>93</b>
Treasurer			
Address Change Cards	0	0	16,465
Electronic Totals	2	0	29,417
Microfiche			
Auditor			
City, Vill, Twp, Cty, Lib Tax Budgets 2008	34	34	6,890
School Tax Budgets 2008-2009	16	16	3,322
Transfers and Conveyance Sheets	367	2,202	53,190
Vendors License	44	44	1,531
	<b>461</b>	<b>2,296</b>	<b>64,933</b>
Microfilming Center			
Expungement Request Forms	1	1	61
Production Reports	4	4	243
RC-3 and Related Project Forms	2	2	214
Work Verification Forms	24	24	3,126
	<b>31</b>	<b>31</b>	<b>3,644</b>
Microfiche Totals	492	2,327	68,577

## Paper Image Production

Document Scanners	Masters	Duplicates	Images
Microfiche and Electronic			
Auditor			
DTE 23A Forms	103	103	20,914
Library Support Fund 1987-2004	8	8	1,657
Local Government Fund 1987-2004	14	14	2,793
Local Government Revenue Assist. 1989-2004	7	7	1,434
Payroll Accruals 2009	2	2	315
Payroll Proofs 2009	5	5	974
Retired Debt (Political Subdivisions) 1967-2007	11	11	2,279
Timesheets 2009	3	3	516
	<b>153</b>	<b>153</b>	<b>30,882</b>
Sheriff			
SIU-Investigative Cases 1998-2004	590	0	119,841
SIU-Investigative Cases 2005	107	0	21,919
	<b>697</b>	<b>0</b>	<b>141,760</b>
Microfiche and Electronic Totals	850	153	172,642
Roll Film 16mm			
Auditor			
Rental Registration Forms 2008	1	1	11,121
Commissioners			
Benefit Enrollment (Fairfield/Pickaway) 2005	1	1	565
Benefit Enrollment 2007-2008	1	1	9,272
	<b>2</b>	<b>2</b>	<b>9,837</b>
Recorder			
Mortgage Books	34	34	276,238
Roll Film 16mm Totals	37	37	297,196

## Paper Image Production

Document Scanners	Masters	Duplicates	Images
Roll Film 16mm and Electronic			
Auditor			
Annexation Cases 2002-2008	2	2	16,632
Board of Revision DTE 23A Forms 2008-2009	6	0	75,732
Informal Review Worksheets 2002	1	1	14,677
Informal Review Worksheets 2005	4	4	60,316
Requests for Appraisals 2004-2007	2	2	19,155
	<b>15</b>	<b>9</b>	<b>186,512</b>
Commissioners			
Personnel Files (BOC/Weatherization)	1	0	14,305
Personnel Files (Termination/Alum Crest)	14	0	204,207
	<b>15</b>	<b>0</b>	<b>218,512</b>
Economic Development & Planning			
Board of Zoning Appeals Cases 1960-2008	7	0	99,068
Prosecutor			
PR-1 Juvenile Cases 2003	2	0	32,666
Sheriff			
Detective Bureau 2006	9	0	131,037
Detective Bureau 2007	3	0	40,621
	<b>12</b>	<b>0</b>	<b>171,658</b>
Veterans Service Commission			
Financial Assistance Applications 1928-2006	9	0	112,195
Veterans Cases 1935-2002	5	0	79,972
	<b>14</b>	<b>0</b>	<b>192,167</b>
Roll Film 16mm and Electronic Totals	65	9	900,583
<b>Document Scanners Totals</b>	<b>1,446</b>	<b>2,526</b>	<b>1,468,415</b>

## Paper Image Production

Microfilm Cameras	Masters	Duplicates	Images
Microfiche Jackets 35mm			
Recorder			
Condominium Plats	146	292	592
Plats	16	147	103
	<b>162</b>	<b>439</b>	<b>695</b>

## Microfilm Duplication

Duplicators	Duplicates Only
Microfiche	
Auditor	317
Clerk of Courts	219
Probate Court	13
Recorder	17
Microfiche Total	566
Roll Film 16mm	
Clerk of Courts	1
Probate Court	2
Roll Film 16mm Total	3
Roll Film 35mm	
Recorder	1

# Microfilm Image Production

<b>Microfilm Scanners</b>	<b>Images</b>
Microfiche Images	
Clerk of Courts	
Appeals Daily (AP-1) 2005	270,400
Civil Daily (CV-1) 2005	1,105,987
Civil Daily (CV-1) 2006	1,607,723
Criminal Daily (CR-1) 2005	719,633
Domestic Daily (DR-1) 2005	511,694
Juvenile Daily (JU-1) 2005	913,918
	<b>5,129,355</b>
Recorder	
Deed Index Books 1-12	48,063
Microfiche Images Total	5,177,418
Roll Film Images	
Auditor	
Property Record Cards 1993	2,150,177
Property Record Cards 1999	1,518,743
	<b>3,668,920</b>
Probate Court	
Marriage Records 1951-2002	361,203
Recorder	
Deed Records Volumes 1770-1778	7,069
Lease Index (Lessees/Lessors) #1-4	1,351
Miscellaneous Index (Direct/Reverse) #1-2	705
Miscellaneous Index (Direct/Reverse) #3	1,302
Miscellaneous Index (Direct) #5	412
	<b>10,839</b>
Roll Film Images Total	4,040,962
<b>Microfilm Scanners Total</b>	<b>9,218,380</b>

# Electronic Indexing Production

<b>Indexing Stations</b>	<b>Images</b>
Indexed Images	
Auditor	
Homestead Applications 2007	17,914
Clerk of Courts	
Appeals Daily (AP-1) 2004	217,099
Appeals Daily (AP-1) 2005	260,642
Civil Daily (CV-1) 2005	1,587,623
Civil Daily (CV-1) 2006	1,460,269
Criminal Daily (CR-1) 2005	481,823
Domestic Daily (DR-1) 2005	537,735
Juvenile Daily (JU-1) 2005	910,333
	<b>5,455,524</b>
Probate Court	
Marriage Records 1951-2002	46,838
Ohio Estate Tax Returns	484,292
	<b>531,130</b>
<b>Indexing Stations Total</b>	<b>6,004,568</b>

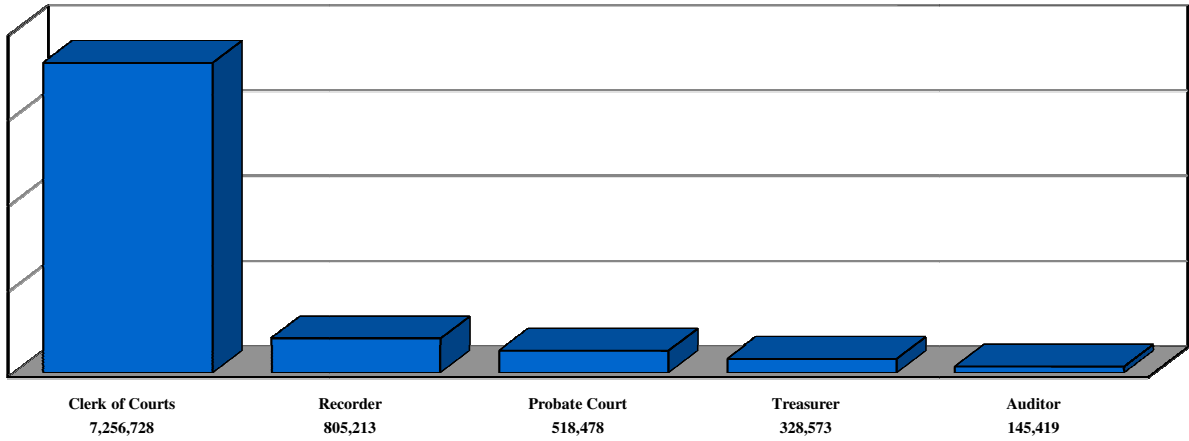


## Production Equipment Downtime

<b>I.D. #</b>	<b>Description</b>	<b>Down Hours</b>
25	Allen Microfilm Processor	2.50
26	Ozalid Roll Film Duplicator	.50
27	Bruning Microfiche Duplicator	4.00
37	Datagraphix Microfiche Duplicator	50.75
328	Datagraphix COM Recorder	77.00
513	Canon Stand-Alone Scanner	.75
519	Kodak High Volume Scanner	31.75
525	Kodak High Volume Scanner	26.00
526	Kodak Archive Writer	45.75
554	Mekel Microfiche Scanner	1.00
555	Mekel Microfiche Scanner	12.00
558	Mekel Microfilm Scanner	6.75
<b>Total</b>		<b>258.75</b>

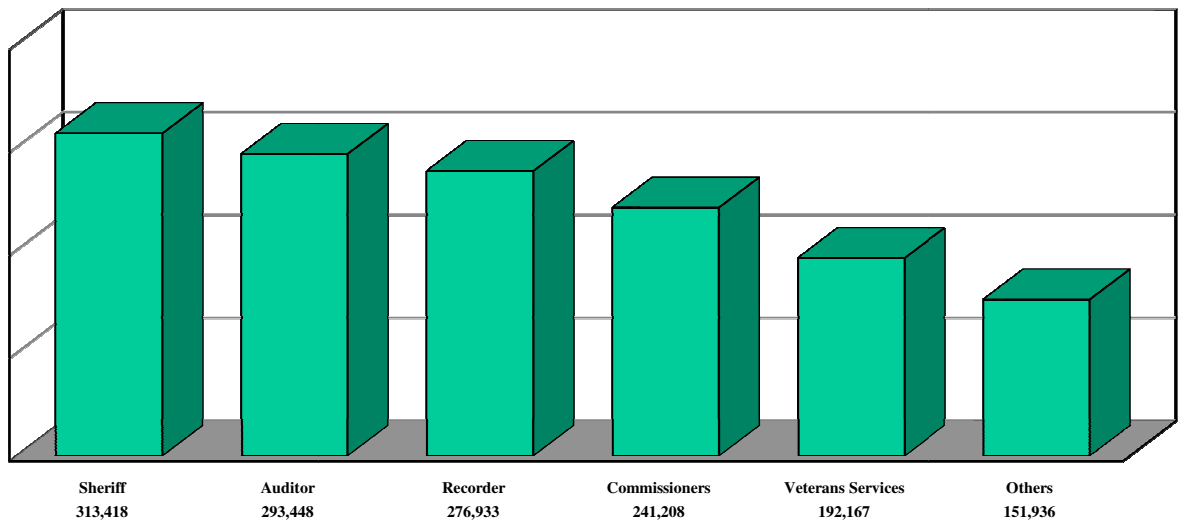
## Electronic Image Production

9,054,411 electronic images transferred via the County network and downloaded to microfilm



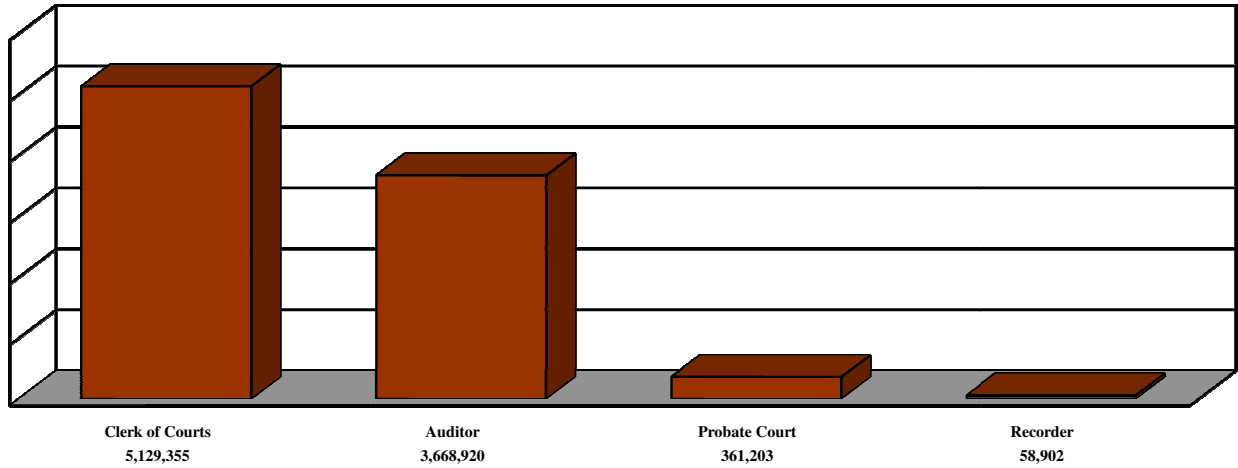
## Paper Image Production

1,469,110 paper images converted to electronic and microfilm images



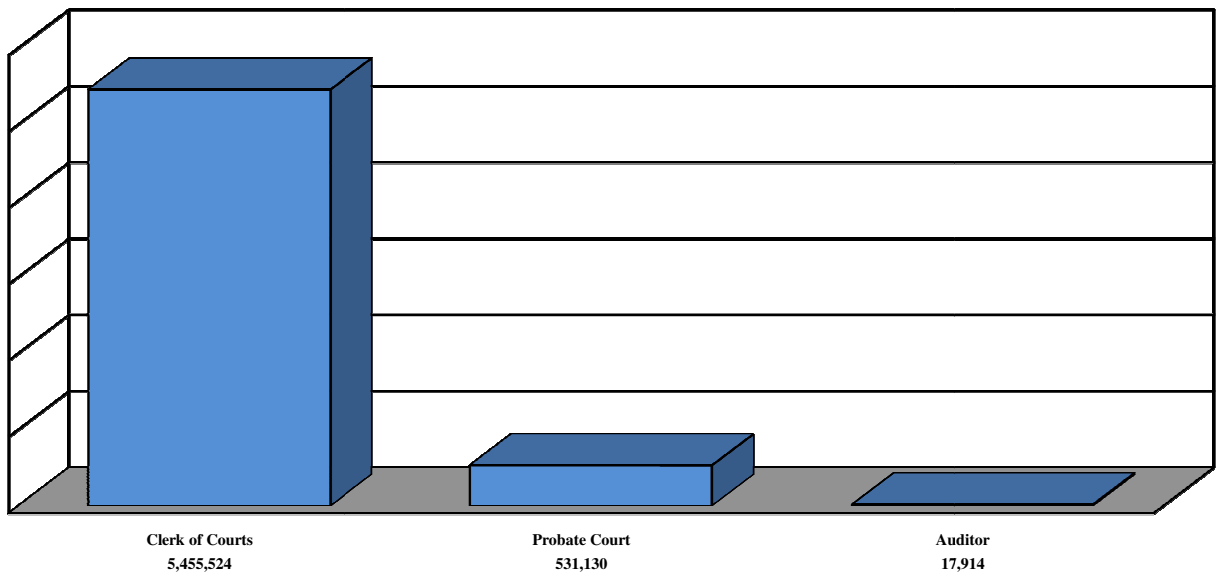
# Microfilm Image Production

9,218,380 microfilm images converted to electronic images



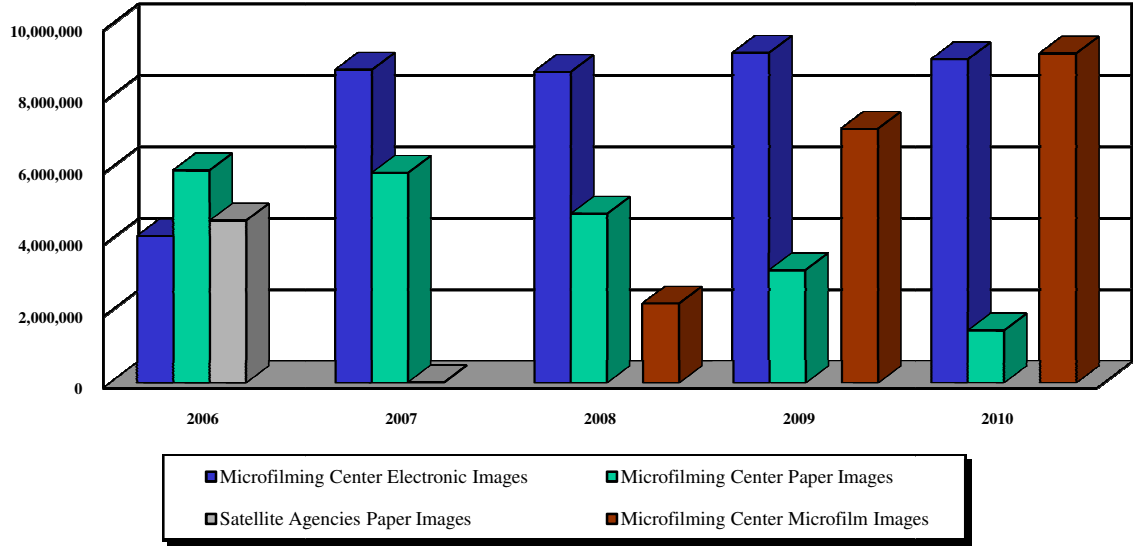
# Electronic Indexing Production

6,004,568 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

