

FRANKLIN COUNTY DOCUMENT IMAGING CENTER

2011 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 Document Imaging Center

Submitted: April 2, 2012

Since submission of the 2010 Annual Report, the name of the Microfilming Center was changed to Document Imaging Center. The action was approved by Microfilming Board Resolution 14-11 on December 21, 2011, effective January 1, 2012.

Introduction:

The Document Imaging Center 2011 Operations Report is submitted in accordance with Ohio Revised Code Section 307.805. It contains information regarding Document Imaging Center operations and a summary of 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 Center. Revenue was generated through microfilm copy sales by client agencies. No services or supplies were provided for non-General Fund agencies.

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.

Document Imaging Center Status:

The Document Imaging Center provides a full line of document imaging services for Franklin County agencies. Following are examples of benefits resulting from the services.

- The need for extensive paper storage is greatly reduced. Since the Microfilming Board was established in 1985, more than 325 million images have been processed, representing over 165 thousand cubic feet of paper. The cost to warehouse such an amount of paper would be very extensive and the documents would be unlikely to survive as long as properly archived microfilm. In several cases involving millions of images, paper is no longer maintained by Franklin County agencies. In these cases, microfilm is the only format that can be read without sophisticated electronic equipment that is subject to constant change. There are myriad examples of record formats that no longer are supported for retrieval. Examples of items that have gone by the wayside include eight track and cassette tapes, 3.5 inch floppy and larger hard discs, tape drives, etc. Creating microfilm today is largely a by-product of the other processes the Center performs. Film is generated almost exclusively by computer driven equipment. The equipment is operated by employees that perform other functions. We estimate the additional cost of producing microfilm is about seven percent of the Center's overall budget. We believe the cost is an excellent value for the long-term security it provides for the County's vital records.

- Electronic images downloaded to microfilm reduce the need for costly image migrations. One of the greatest advantages of microfilm is its use for records with permanent and long-term retention periods, as are most County records. Once records such as these reach the end of their active retrieval life, they can simply be deleted from servers and maintained on microfilm. Without microfilm, it will likely be necessary to update record formats indefinitely. Image stability could be compromised with each potential upgrade. Lastly, microfilm is a proven storage format, projected to last as long as 500 years under proper storage conditions. Currently, the County has microfilm more than 50 years old with no visible signs of degradation.
- Old microfilm records are digitized to allow for easier and broader retrieval and to provide a way to redact personal data from microfilm records. Additionally, the need for microfilm readers and reader printers is reduced, lowering maintenance and supply costs.
- Electronic document indexing, used in conjunction with the County's Intellivue system, allows for in-house indexing. Like other services the Center provides, individual projects have the potential to be vastly different in terms of level of difficulty and time associated with each. The ability to have outside vendors provide this service would be difficult to price. The number of indexing fields is normally a factor. In our experience, a bigger factor is where the data for those fields resides and how much effort is required to find and, sometimes, decipher the data. We believe these are issues that would lend themselves to potential cost overruns and questionable quality. We have the ability to provide this service with quality as a goal over quantity. This year provides an example of the potential for variance between two indexing projects. Clerk of Courts images were indexed at an average of 18.4 images per hour while Probate Court images averaged 11 images indexed per hour.

Accomplishments and Goals:

- More than 30 thousand dollars in funding was returned, partly due to budget concerns, while maintaining a large production output. With one vacant staff position and some difficult and time-consuming projects, overall production was only nine percent below 2010 production.
- More than 20 million images were created from 17.9 million submitted for conversion. Nearly 11.4 million were dedicated to microfilm while 8.7 million digital images were created. Almost four million images were indexed. The Franklin County Clerk of Courts, Auditor, Prosecutor, Recorder, Probate Court and Sheriff are offices that presented sizable projects.

- The migration from traditional to electronic document management continued to affect a reduction in microfilm reader printer and other retrieval equipment usage. The reduction afforded an opportunity to lower maintenance costs. Low-volume reader printers are maintained in-house or on a per-call basis while higher volume units in critical areas are serviced under maintenance agreement. The large reduction in usage that occurred over the past few years is expected to stabilize now that the Clerk's most active files are all online. We began to consolidate newer units and retire outdated ones this year. Currently, the retired units are kept in surplus to aid maintenance of active units or to fulfill other needs. Decreased maintenance costs and toner usage for the reader printers allowed the Center to offset price increases in other materials and services.
- We retain the goal of making our services available for all Franklin County agencies and to other government entities as a means for revenue enhancement. Historically, our workload has been full in all areas. However, a staff position left vacant out of concern for 2011 and 2012 Operating Budget constraints, a particularly difficult and time consuming indexing project and an unexpected quantity of requests for paper scanning limited our ability to meet all of Franklin County's demand in 2011. The increased requests for paper scanning are likely the result of budget concerns as agencies try to reduce off-site storage costs. Some agencies have accumulated years of records and are submitting requests to have them processed now. Our efforts to get agencies to forward paper projects on an ongoing basis over the last several years were not always successful. Now there seems to be a readiness to move forward all at once by some. A recent request was turned down because we were unable to scan and index the project within the requested time frame. Additionally, some unusual projects that were sought out and started before the rush were of poor quality and not properly prepared before submission, reducing output.

We want to thank the Microfilming Board and the Board of Commissioners for their continuing support. Our dedicated staff deserves recognition as well for their concern for quality production and their ability to limit a reduction in total output to nine percent below last year. Paper production saw a 55 percent increase while electronic production was up one percent. Microfilm production and indexing were down 30 and 36 percent respectively. Associates from Microfilm Scanning and other departments were used to address the more critical paper production and to aid the indexing operation. We will continue to address the County's records management needs to the best of our abilities during these trying times.

Respectfully Submitted,

RECORDER DAPHNE HAWK, ADMINISTRATOR

By: Deputy Recorder Marvin Farley, Director

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2011 Franklin County Microfilming Board

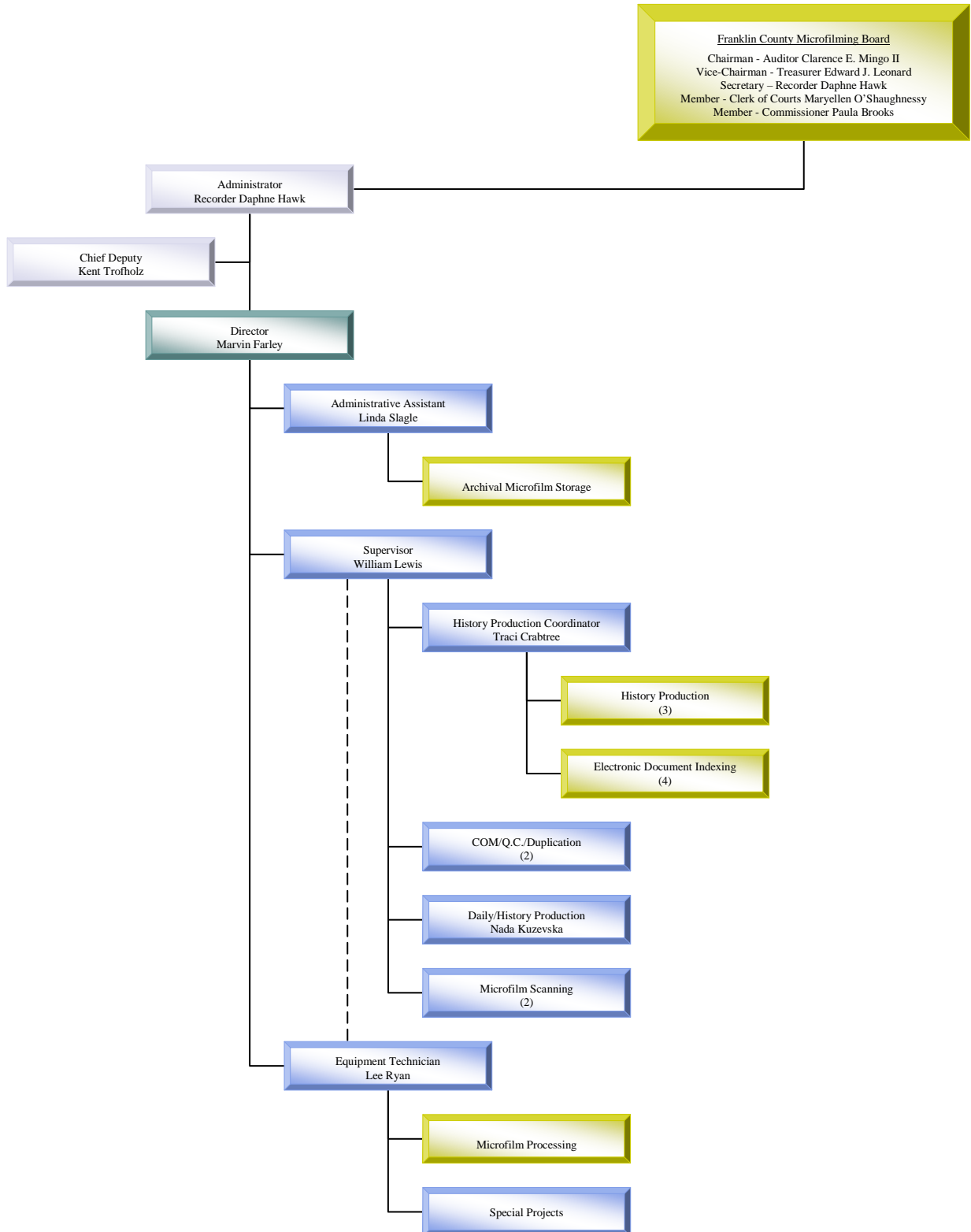
Officers and Members

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

Representatives

For Auditor Clarence E. Mingo II..... Deputy Auditor Gary Woodward
..... Deputy Auditor George Mance
For Treasurer Edward J. Leonard Deputy Treasurer Deidre Thompson
..... Deputy Treasurer Lillian Williams
For Recorder Daphne Hawk Chief Deputy Kent Trofholz
..... Deputy Recorder Brian Evans
For Clerk of Courts Maryellen O’Shaughnessy Deputy Clerk of Courts Xenia Palus
..... Deputy Clerk of Courts Edwin Kirby
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	597,864	8,965	606,829	594,649.26	12,179.74
Sick Leave - Wellness Pay Out	0	0	0	2,861.65	-2,861.65
Vacation - Term	0	0	0	68.56	-68.56
PERS	83,700	1,256	84,956	83,250.77	1,705.23
Medicare	8,688	130	8,818	7,156.78	1,661.22
COTA Contributions	0	0	0	1,562.40	-1,562.40
Fringe Benefits	250,992	0	250,992	242,858.00	8,134.00
Employee Benefit Contributions	-49,920	0	-49,920	-24,460.00	-25,460.00
Workers Compensation	4,980	0	4,980	4,317.85	662.15
Services and Charges	139,280	0	139,280	122,319.33	16,960.67
Materials and Supplies	45,500	0	45,500	26,769.79	18,730.21
Capital Equipment	0	0	0	0	0
Totals	1,081,084	10,351	1,091,435	1,061,354.39	30,080.61

Revenue

Description	Amount
Microfilm Copy Receipts	11,460.00
Interfund Services and Charges	0
Total	11,460.00

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	134
Abstract VCH Entries	31	31	6,440
Accumulated Delinquent Duplicate-PPDQ	3	6	276
Agricultural Detail Report	2	2	321
Agricultural DTE Form 114	1	1	9
All VCH Entries	41	41	8,427
County Value Reports	1	1	133
Delinquent Duplicate-PPDQ	15	30	2,459
Delinquent Land Certificates List	2	2	396
Delinquent Tax List	12	12	2,326
GL Account History-Expense	31	31	6,321
GL Account History-Revenue	3	3	585
Homestead Application Report	32	32	6,527
Parcel Land Report	5	5	934
Payroll Accruals	130	130	25,076
Payroll Proofs	311	311	61,335
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	133
Vendors License	1	1	91
	644	763	124,790
Clerk of Courts			
Appeals Daily (AP-1)	1,080	1,080	208,692
Appeals Index	470	0	93,435
Civil Daily (CV-1)	10,485	20,627	2,012,952
Civil Daily (eCV-1)	1,737	2,819	327,893
Civil Daily (Sealed)	177	177	33,755
Civil Index	2,526	0	519,673
Criminal Daily (CR-1)	3,392	3,392	640,760
Criminal Daily (Sealed)	65	65	12,706
Criminal Index	1,000	0	202,776
Domestic Daily (DR-1)	4,069	4,069	788,995
Domestic Daily (Sealed)	6	6	862
Domestic Index	1,639	1,639	335,434
Domestic Notices (DR-2)	318	318	42,338

Electronic Image Production

Data Center/Agency Servers	Masters	Duplicates	Images
Microfiche			
Clerk of Courts			
Domestic Proof of Issuance	297	297	35,418
Juvenile Blue Mailers, Waivers & H.N.	369	369	51,587
Juvenile Case Initiation Files (JU-2)	323	323	62,719
Juvenile Daily (JU-1)	4,519	4,519	879,781
Juvenile Daily (Sealed)	16	16	2,929
Juvenile Index	4,983	0	1,031,495
Juvenile Proof of Issuances	332	332	45,758
Juvenile Traffic Daily (JT-1)	233	233	39,319
Juvenile Traffic Daily (Sealed)	1	1	71
Juvenile Traffic Notices & POI's (JT-2)	20	20	2,927
	38,057	40,302	7,372,275
Probate Court			
Adoption Records	234	234	47,421
Confidential File Room Records	2	2	19
General Records	1,942	1,942	398,315
Marriage Records	140	140	27,717
Mental Commitment Records	62	62	11,325
	2,380	2,380	484,797
Recorder			
General Index	199	597	40,084
Lessor 5, Misc 4 Dir/Rev, Misc 5 Rev Index	1	0	1,717
Official Records	3,639	10,917	729,191
	3,839	11,514	770,992
Treasurer			
Tax Duplicate	1,914	5,742	397,303
Data Center/Agency Servers Totals	46,834	60,701	9,150,157

Paper Image Production

Document Scanners	Masters	Duplicates	Images
Electronic			
Auditor			
Board of Revision Cases 2009	0	0	69,642
W & M Inspections Active Files 2008-2009	1	1	4,063
	1	1	73,705
Recorder			
Deed Record 1079	0	0	614
Electronic Totals	1	1	74,319
Microfiche			
Auditor			
Abstract of Tax Property Valuation 1993-1994	2	2	373
Appropriation Status by Fund	6	6	773
Booth Worker Payroll Registers 1988-2004	89	89	16,858
Budget Committee Minute Books 1932-1991	8	8	1,117
Budget Committee Minutes 1969-2008	47	47	9,575
Employee Gross Pay Listing 2005	4	4	703
Transfers and Conveyance Sheets	325	1,950	43,708
Vendors License	5	5	151
	486	2,111	73,258
Document Imaging Center			
Expungement Request Forms	1	1	49
Production Reports	4	4	244
RC-3 & Related Project Forms	1	1	188
Work Verification Forms	24	24	3,006
	30	30	3,487
Microfiche Totals	516	2,141	76,745

Paper Image Production

Document Scanners	Masters	Duplicates	Images
Microfiche and Electronic			
Auditor			
CAFR Annual Report 1960-2009	31	31	5,835
DTE 23A Forms Granted/Denied 2010	46	46	9,337
Payroll Accruals 2010	2	2	257
Payroll Proofs 2010	5	5	888
Timesheets 2010	3	3	557
Vendors License	32	32	618
	119	119	17,492
Sheriff			
Personnel Files 2008-2010	246	246	50,978
SIU-Investigative Cases 2006	138	138	28,379
	384	384	79,357
Microfiche and Electronic Totals	503	503	96,849

Paper Image Production

Document Scanners	Masters	Duplicates	Images
Roll Film 16mm and Electronic			
Animal Care & Control			
Criminal Cases (A-Z) 2001-2011	0	0	64,959
Adult Probation			
Closed Project Progress Files 2003	14	0	217,383
Auditor			
Value Change Certificates 1997-2007	7	0	123,259
Domestic Relations Court			
Youth Files A-Z	28	0	447,691
Prosecutor			
PR-1 Juvenile Cases 2003	19	0	288,819
PR-1 Juvenile Cases 2006	37	0	581,307
PR-1 Juvenile Cases 2007	7	0	108,908
	63	0	979,034
Sheriff			
Detective Bureau 2007	5	0	72,836
Detective Bureau 2008	8	0	116,777
	13	0	189,613
Roll Film 16mm and Electronic Totals	125	0	2,021,939
Document Scanners Totals	1,145	2,645	2,269,852

Paper Image Production

Microfilm Cameras	Masters	Duplicates	Images
Microfiche Jackets 35mm			
Recorder			
Condominium Plats	110	220	439
Plats	14	35	83
	124	255	522

Microfilm Duplication

Duplicators	Duplicates Only
Microfiche	
Clerk of Courts	
Criminal Expungements	103
Juvenile Expungements	20
Miscellaneous	69
	192
Probate Court	
Miscellaneous	9
Recorder	
Miscellaneous	10
Microfiche Total	211

Microfilm Image Production

Microfilm Scanners	Images
Microfiche Images	
Clerk of Courts	
Appeals Daily (AP-1) 2000	300,537
Appeals Daily (AP-1) 2001	302,236
Appeals Daily (AP-1) 2002	293,230
Appeals Daily (AP-1) 2006	237,200
Civil Daily (CV-1) 2000	1,116,201
Civil Daily (CV-1) 2001	823,592
Civil Daily (CV-1) 2006	185,800
Criminal Daily (CR-1) 2006	629,400
Domestic Daily (DR-1) 2006	526,012
Juvenile Daily (JU-1) 2006	974,479
	5,388,687
Sheriff	
Personnel Files 1991-2007	296,328
Personnel Files Pre 1990	78,818
Personnel Files Pre 1991	4,695
SIU-Investigative Cases 1992-1997	77,442
SIU-Investigative Cases Pre 1991 (A-Z)	39,010
	496,293
Microfiche Images Totals	5,884,980
Roll Film Images	
Auditor	
Property Record Cards 1999	594,638
Probate Court	
Birth & Death Records 1867-1908	4,998
Registration & Correction of Birth Records Index 1941-1989	6,101
	11,099
Recorder	
Deed Records 428 & 431	1,285
Roll Film Images Totals	607,022
Microfilm Scanners Total	6,492,002

Electronic Indexing Production

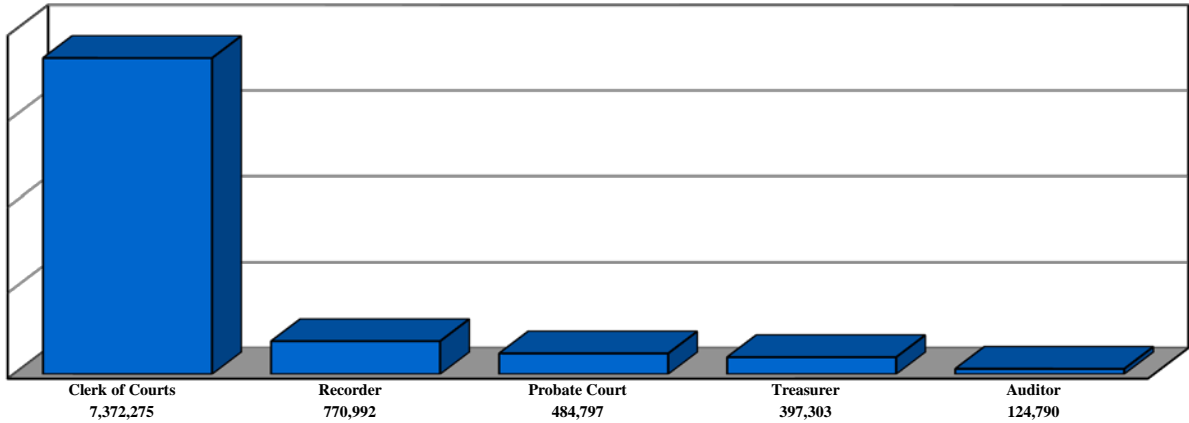
Indexing Stations	Images
Indexed Images	
Clerk of Courts	
Appeals Daily (AP-1) 2000	284,701
Appeals Daily (AP-1) 2006	182,134
Civil Daily (CV-1) 2000	784,652
Civil Daily (CV-1) 2006	308,885
Criminal Daily (CR-1) 2006	504,022
Domestic Daily (DR-1) 2006	504,474
Juvenile Daily (JU-1) 2006	968,462
	3,537,330
Probate Court	
Marriage Records 1959-2002	277,109
Indexing Stations Total	3,814,439

Production Equipment Downtime

I.D. #	Description	Down Hours
25	Allen Microfilm Processor	11.00
37	Datagraphix Microfiche Duplicator	54.50
328	Datagraphix COM Recorder	36.75
513	Canon Stand-Alone Scanner	10.00
519	Kodak High Volume Scanner	3.50
525	Kodak High Volume Scanner	20.50
526	Kodak Archive Writer	39.50
554	Mekel Microfiche Scanner	10.00
555	Mekel Microfiche Scanner	41.25
Total		227.00

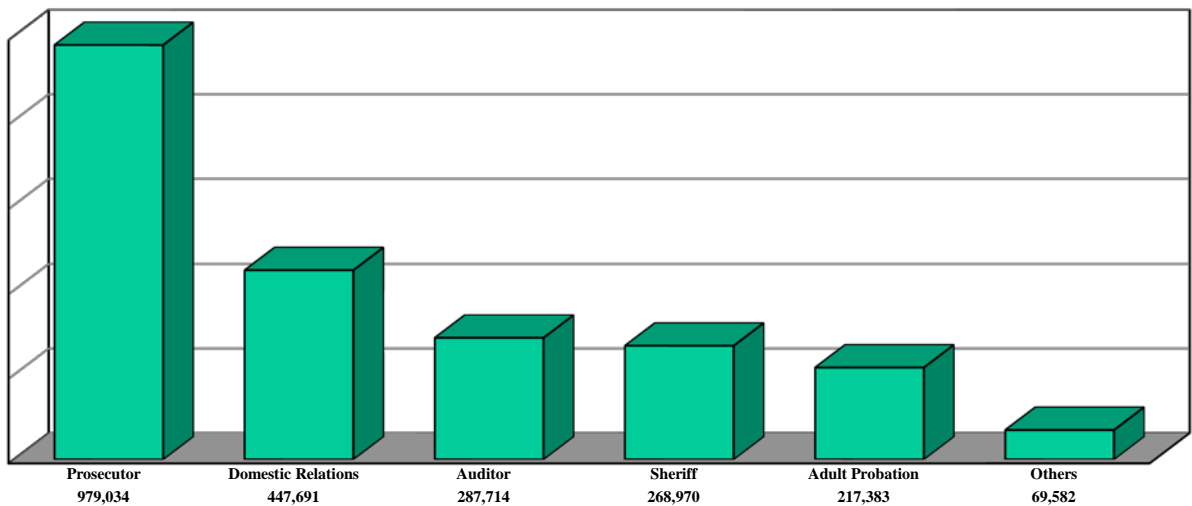
Electronic Image Production

9,150,157 electronic images transferred via the County network and downloaded to microfilm



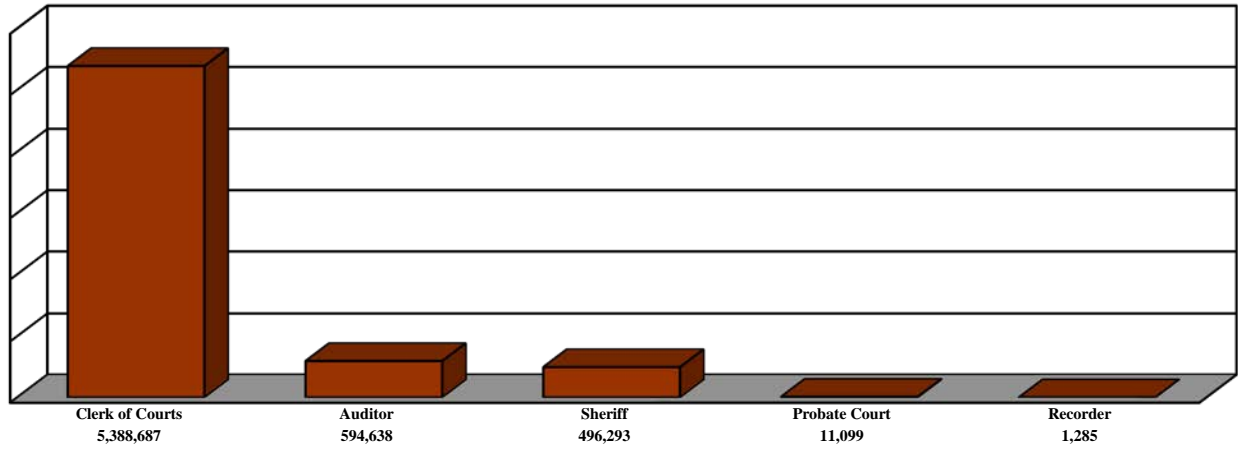
Paper Image Production

2,270,374 paper images converted to electronic and microfilm images



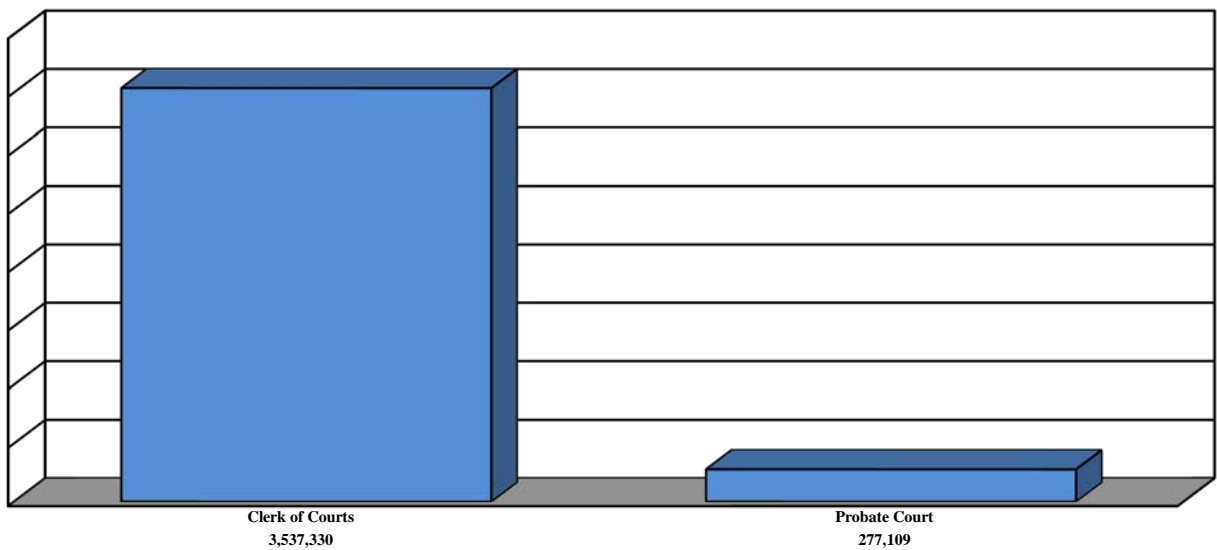
Microfilm Image Production

6,492,002 microfilm images converted to electronic images



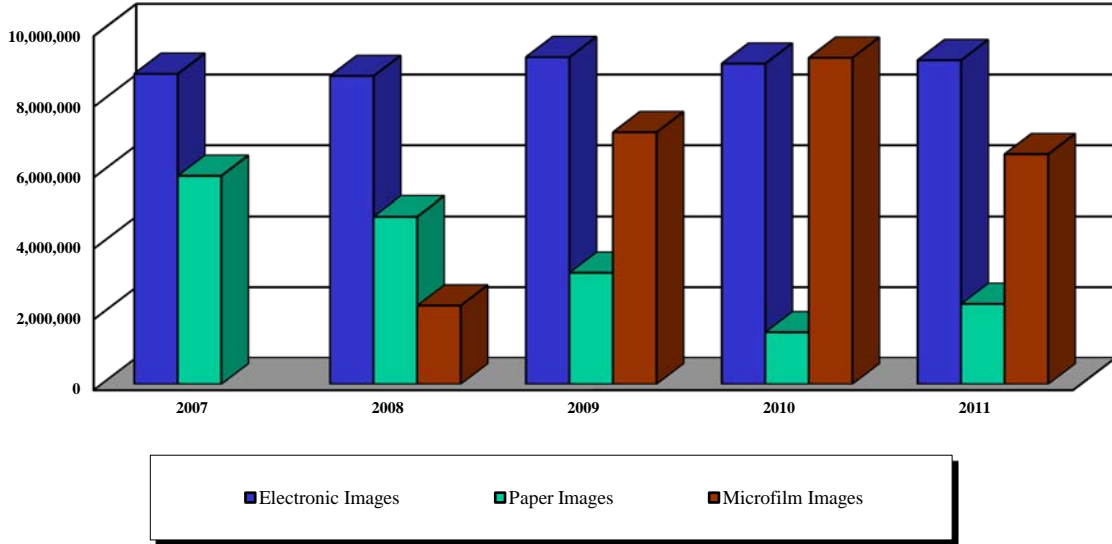
Electronic Indexing Production

3,814,439 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

